



MORRIS LAW GROUP, P.A.

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* MSBA Certified Civil Trial Specialist
** Admitted in MN and WI
^ Of Counsel

Paralegal

An Edina based law firm is looking for an experienced paralegal. The position requires 40 hours a week, Monday through Friday, between the hours of 8 AM and 5 PM. Ideal candidates will be detailed oriented, highly organized, and have demonstrated the ability to organize, manage and schedule attorney's activities and calendars. Compensation commensurate with qualifications and experience.

Required Experience:

- 2-3 years of significant experience as a paralegal in a law firm setting.
- Paralegal certificate from an ABA accredited program preferred, or a combination of education and/or experience.
- Law firm administration experience.

Required Skills:

- Experience drafting, cite-checking, and correcting legal briefs, contracts, real estate closing documents, pleadings, appeals, correspondence and other legal documents for attorneys.
- Organizing and maintaining documents in a paper or electronic filing system.
- Meeting with clients, attorneys, and other professionals to talk about case details.
- Filing pleadings with court clerk.
- Helping prepare for trial by organizing exhibits and assisting with other tasks as needed.
- Investigating facts and laws of cases and searching public records and other resources to prepare cases and determine causes of action.
- Directing and coordinating law office activity, including delivery of subpoenas.
- Gathering and analyzing statutes, decisions, and legal articles, codes, documents and other data.
- Excellent attention to detail
- Self-starter, ability to identify issues and resolve problems
- Excellent written and verbal communication
- Ability to meet deadlines
- Organize and establish priorities and time schedule
- Independent worker
- Team player
- Small firm experience (\$1-\$5 million revenue)

Required Software Experience:

- Microsoft Suite, Word, Excel, Outlook

Preferred Software Experience:

- Clio

Physical Setting:

- Office

Schedule:

- Monday to Friday