

Paralegal - Family Law and Litigation

LOCATION

PROVIDENCE, RHODE ISLAND

SALARY

\$70,000 TO \$85,000

JOB TYPE

PERMANENT

POSTED

18 SEP 2022

Harkness & Coney, a medium-sized law firm, located in Providence has an immediate full-time opening for a family law paralegal with at least 5 years of family law or litigation paralegal experience. The successful candidate will be expected to handle the following types of tasks with minimal supervision:

Assist attorneys with all phases of case preparation including discovery, settlement and trial.

Follows ethical requirements as set forth by the Rules of Professional Conduct.

Handle correspondence, court filings, organize and maintain electronic files.

The successful paralegal's skillset includes:

Exceptional communication skills, both verbal and written.

Excellent analytical skills.

Ability to manage conflicting priorities while respecting tight deadlines.

Solid work ethic, initiative, and versatility.

Maintain timely and accurate timekeeping records.

Technology

Advanced computer skills including Microsoft Office (Word, Excel and Outlook).

Experience with document management systems, NetDocuments experience preferred.

Knowledge of and experience with family law software programs preferred but not required.

Education Requirements:

Bachelor's degree and/or

Paralegal Certificate from an accredited program

Harkness & Coney offers competitive compensation that is commensurate with experience, a full benefits package and a generous retirement program. For more information about our firm, visit

Job Type - Full Time

Work Location – Providence, RI

Compensation - Commensurate with experience and skill.

Schedule - Monday through Friday

Please send cover letter, resume and salary requirements. No phone calls please.

Job Type: Full-time

Pay: \$70,000.00 - \$85,000.00 per year

Benefits:

401(k)

401(k) matching

Dental insurance

Employee assistance program

Flexible spending account

Health insurance

Health savings account

Life insurance

Paid time off

Parental leave

Professional development assistance

Vision insurance

Schedule:

8 hour shift

Supplemental pay types:

Bonus pay

Education:

Bachelor's (Preferred)

Experience:

Paralegal: 5 years (Required)

License/Certification:

Paralegal Certificate (Preferred)

Work Location: One location