

**\*\*Job Title:\*\* Paralegal** **\*\*Location:\*\* Austin, TX (Hybrid Option Available)** **\*\*Company:\*\* Harrison & Sterling Legal Group** **\*\*About Us:\*\* Harrison & Sterling Legal Group is a respected mid-sized law firm with a strong focus on corporate law, intellectual property, and civil litigation. We pride ourselves on providing exceptional legal services and fostering a supportive, collaborative work environment where our team members can thrive.** **\*\*Job Summary:\*\* We are seeking a highly organized, proactive, and detail-oriented Paralegal to join our dynamic team. The successful candidate will provide comprehensive support to attorneys across various practice areas, primarily focusing on litigation support and corporate transactional assistance. This role requires excellent communication skills, strong technical proficiency, and the ability to manage multiple tasks effectively under deadline pressure.** **\*\*Responsibilities:\*\***

- \* Assist attorneys in preparing for trials, hearings, depositions, and closings.
- \* Draft legal documents including, but not limited to, pleadings, motions, discovery requests and responses, corporate resolutions, contracts, and correspondence under attorney supervision.
- \* Organize and maintain case files, litigation documents, and corporate records, both electronically and physically.
- \* Conduct legal research using online resources such as Westlaw, LexisNexis, and state/federal court databases.
- \* Manage discovery process, including document collection, review (e-discovery platforms), Bates stamping, and production.
- \* Maintain attorney calendars, track court deadlines, and manage case dockets.
- \* Prepare and file legal documents with state and federal courts and administrative agencies (proficient with e-filing systems).
- \* Communicate professionally with clients, opposing counsel, court personnel, and vendors as directed.
- \* Assist with corporate filings, maintain corporate minute books, and support transactional closings.
- \* Perform administrative tasks related to case management as needed.

**\*\*Qualifications:\*\***

- \* Associate's degree in Paralegal Studies or a Paralegal Certificate from an ABA-approved program required. Bachelor's degree is a plus.
- \* Minimum of 2-3 years of relevant paralegal experience, preferably within a law firm setting. Experience in litigation support is highly desirable.
- \* Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- \* Experience with legal research databases (Westlaw/LexisNexis).
- \* Familiarity with case management software (e.g., Clio, MyCase, ProLaw) and document management systems.
- \* Strong understanding of legal terminology, court procedures, and filing requirements (state and federal).
- \* Excellent written and verbal communication skills.
- \* Exceptional organizational skills and meticulous attention to detail.
- \* Ability to multitask, prioritize workload effectively, and meet deadlines.
- \* Proven ability to work independently and collaboratively as part of a team.
- \* Must maintain confidentiality and exercise discretion.

**\*\*Compensation & Benefits:\*\***

- \* Competitive salary commensurate with experience.
- \* Comprehensive benefits package including health, dental, vision insurance, 401(k) plan, and paid time off.
- \* Opportunities for professional development.

**\*\*Equal Opportunity Employer:\*\* Harrison & Sterling Legal Group is an equal opportunity employer and values diversity. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.**