

## **Paralegal**

A law firm in Downtown Memphis has an immediate opening for an experienced Paralegal. This is a direct hire opportunity.

### **Responsibilities:**

- Assists attorneys in performing legal tasks in research, document production and overall legal support to the attorneys' practice
- Under the supervision of an attorney, draft pleadings, contracts, mortgages, certificates, etc.
- Issue subpoenas
- Index, organize and analyze legal and other documents
- Coordinate and participate in document production
- May assist with witness preparation and attend depositions as required
- Assist with trial preparation and may attend and assist the attorneys during trial
- Prepare deposition summaries
- Communicate with clients, court personnel, experts, attorneys and others by telephone, in person and in writing, obtaining and giving information as directed.
- Perform related duties as assigned
- Receive both oral and written instructions from the supervising attorney. This position does not generally involve supervising others however, this employee may supervise other staff members when assigned large projects.

### **Requirements:**

- College degree
- 3 years of experience as a paralegal or legal secretary in a position involving significant decision making responsibility
- Ability to type approximately 65 wpm (preferred)
- Competent in the use of computers and Microsoft Office Word, Excel, Power Point and Microsoft Outlook
- Ability to effectively communicate both orally and in writing
- Good organizational skills
- Excellent people skills

- Paralegal certificate is a *must*
- Experience in civil litigation law is a plus

**Salary:** \$42k annually, Benefits Offered

**Hours:** Monday – Friday, 8:30am - 5:00pm

To further explore this opportunity, please submit your resume to [staff@brannonprofessionals.com](mailto:staff@brannonprofessionals.com).