

KAUFMAN & CANOLES

attorneys at law



The Kaufman & Canoles Family Law practice is seeking a qualified **Paralegal** to serve a busy, sophisticated family-law practice in our Virginia Beach office. In addition to managing individual case files, the position entails preparing necessary legal documents that may include letters, motions, petition preparation, discovery, pleadings, and child support worksheets.

RESPONSIBILITIES:

1. Manages a “high-end” family law practice to ensure that tasks in each case are performed by the appropriate personnel; to establish project schedules and milestones; and to ensure all deadlines are met, including timely filings with the Court.
2. Performs work independently and takes responsibility for the varied tasks associated with multiple projects. Maintains a centralized data base recording the current status of each case.
3. Coordinates the gathering of information, materials, documents, reports and evidence.
4. Researches information from various departments and sources, including but not limited to subscription research services, the Internet and the library.
5. Reviews and summarize depositions and other legal documents.
6. Utilizes technical information to make decisions and recommendations to the supervising attorney.
7. Prepares trial notebooks and organize exhibits.
8. Prepares reports, correspondence and other documents.
9. Interacts with clients in person, via telephone and email.
10. Maintains detailed and accurate daily billable hour records. Goal requirements are to bill 1550 hours per year to client matters and collect two-and-one-half times annual compensation in client fees.

QUALIFICATIONS:

1. College degree in a related field or Paralegal Certificate required.
2. Must possess 3 or more years' experience in family domestic law.
3. Knowledge of policies and procedures relating to family law practice area.
4. Must be able to manage multiple projects simultaneously and meet deadlines.
5. Knowledge of legal terminology and legal principles generally acquired through college-level study.
6. Ability to perform legal research using reference materials generally available within a law library and/or electronic resource tools.
7. Capable of dealing effectively with clients, attorneys and co-workers.
8. Ability to manage multiple tasks and organize and prioritize workload.
9. Grammar and writing skills generally acquired through college-level study.
10. Ability to establish and maintain effective working relationships with others.
11. Exceptional oral and written communication skills.
12. Willingness to work overtime as necessary.
13. Proficiency in Microsoft Office 365 (Word and Excel), LegalBar, and typing at a level of 50 WPM.

BENEFITS:

We offer competitive salary and a comprehensive benefit package. Relocation for out of the area candidates is available for this position. Benefits include: medical, dental, life insurance, 401(k)/profit sharing, paid time off, long term and short term disability.

Kaufman & Canoles is committed to equal employment opportunity (EEO) in all aspects of our employment and retention practices and decisions.