

JOB DESCRIPTION

TITLE: Paralegal/Legal Assistant

REPORTS TO: Lead Attorney(s)

SUPERVISED BY: Lead Attorney(s), Managing Partner

SUMMARY: Performs paralegal and legal assistant duties for Willis Law. This full-time position is assigned to and reports to the attorney responsible for the matter delegated and is generally supervised by the Managing Partner.

Two or more years of experience in civil litigation, personal injury, or criminal defense preferred. The position requires exemplary technical and organizational skills, attention to detail, strong client service skills, ability to multi-task well in a fast-paced environment, excellent verbal and written communication skills, and the frequent use of discretion and independent judgment. Knowledge of Word and Outlook is required.

DUTIES:

1. Assists with drafting legal documents and completing templates.
2. Monitors court proceedings, manages case files and deadlines, and schedules hearings.
3. Works closely with court clerks and judicial aides.
4. Acts as client liaison and representative, updates clients on case progression.
5. Screens and triages inquiries regarding legal services.
6. Files court documents.
7. Coordinates lawyer calendars and arranges meetings and appointments.
8. Reviews incoming correspondence and documents.
9. Makes referrals to other appropriate sources or personnel.
10. Researches and applies knowledge of diverse legal procedures.
11. Assists in preparing technology, PowerPoint presentations, equipment, venue, set-up, clean up and document handouts in preparation for seminars.
12. Is knowledgeable of clients' accounts receivable, works to limit balances owed, and assists with collections.

SALARY: \$42,000-\$65,000

BENEFITS: Top of the class benefits, including health insurance, life insurance, retirement, vacation, sick leave, generous holiday schedules, and various employee perks.

FIRM INFORMATION: Willis Law is a rapidly growing law firm headquartered in Kalamazoo, Michigan. Started in 2004 by brothers Michael and Shaun Willis, the firm has over thirty staff members and focuses on business and estate law. Willis Law is building a legacy of Faith, Family, Freedom, and Firm by changing the way law is practiced. All members of Willis Law are expected to adhere to the firm's Core Values: Results, I am 3rd, Shoulder, and Excellence.

APPLY: Applicants should send a cover letter and resume to careers@willis.law.