Law Office of Teresa A. Tosi, Esq.

Title: Paralegal/Legal Assistant

Location: Ramsey, NJ

Job Type: Part-time

Compensation Type: Hourly

Start Date: ASAP

Job Description:

Assist and provide a range of legal support for Real Estate, Matrimonial and Probate law firm. This is a part-time position. 25-30 hours per week, Monday-Friday with Full time potential

Internships Welcome

Primary Responsibilities:

- Perform legal and factual research
- Identify relevant judicial decisions, statutes, legal articles, codes and other pertinent material
- Cross-check and validate information
- Draft legal documents including Deed, Agreements, Contracts, Addendums to Contracts, and Legal memoranda
- Help prepare legal arguments, applications, and motions
- Prepare correspondence and check and edit legal forms for accuracy
- Organize and track case files and co-ordinate law office activities such as scheduling conferences, paying bills, etc.

Qualifications:

- Associates degree or Certificate program in paralegal studies
- Relevant computer knowledge and experience: MS Word, MS Excel, Allstate Legal (HotDocs), QuickBooks
- Thorough knowledge of legal terminology and legal practices and relevant computer knowledge and experience

Application Instructions:

Please email your resume and cover letter to ttosi@excite.com.