Rubin Employment Law

Title: Paralegal/Legal Assistant

Location: 330 Changebridge Road, Pine Brook, NJ 07058

Job Type: Part-Time

Compensation Type: Hourly

Wage: $24 - $27/hour

Start Date: ASAP

Job Description:

Return telephone calls on behalf of the Owner; conduct sales calls with potential new clients; handle certain routine inquiries; gather facts from clients and apply them to documents; format, make revisions to, finalize and send letters and legal documents; file pleadings and motions; create and edit letters and legal documents from templates; summarize data; create, maintain and close client files; conduct legal research; research and draft blogs and newsletter articles; and help the Owner prepare for and assist at presentations, meetings, depositions, oral arguments and trial.

Qualifications:

- Proficient with Microsoft Office, including Microsoft Word Styles, Excel and PowerPoint, as well as Apple mail, calendar and contacts
- Familiarity with QuickBooks, PACER and Fastcase or similar technology is a plus
- Excellent keyboarding skills, good spelling and grammar and attention to detail are required and will be tested before an offer of employment is tendered
- The right person will have three or more years’ experience working in a law firm
- Applicants should have first-rate interpersonal skills and must be comfortable on the phone with clients, adversaries and court clerks and effective at developing rapport with prospective clients

Application Instructions:

Please email resume, cover letter and salary requirements to arubin@alixrubinlaw.com.

Put in the subject line of your email: <your full name spelled backwards> is your next paralegal. Indicate in your cover letter in bullet-point format: 1) what you think it takes to be a stellar legal assistant/paralegal; 2) what you are looking for in a job and why you want to join a growing employment law firm; and 3) the qualities you bring to the table.