Family Law Paralegal

# O’Connor Family Law

Are you an experienced family law paralegal who knows how to ensure that an attorney keeps their head on their shoulders at all times and a case keeps moving forward? Yes? PERFECT!!! Keep reading!

We are seeking two rockstar paralegals with a thorough knowledge of divorce and custody law in Massachusetts; one for our Westborough office location and one for our Hanover office location. We are fully aware that attorneys are only as good as the paralegals they have running the show behind the scenes, so we are looking for those A-players who are passionate about deadlines, client communication, organization, and making their assigned lawyers shine!

If you've done family law, you know a lot of it is about putting out fires as they pop up and that work life can be chaotic as there are often a lot of emergency situations. We are a fast growing and heavily demanded firm. This is definitely not the one or two attorney solo practice law office. I believe we have a close-knit team feel, but things move fast. You need to be organized and know how to prioritize.

A little about us: The CEO of our firm decided to become a lawyer after she went through her own divorce and came out with little more than a high school diploma and her three kids under the age of 6. Seeing a system that could use a lot of change, she decided to become an attorney and be the change. She started at community college, went to undergrad, and then to law school. After gaining litigation experience, she opened O'Connor Family Law in 2016. We have continued to thrive since then. Our vision is to create an experience for people going through divorce and custody that helps put them on a path where they not only walk away with a killer outcome, but also with guidance on taking responsibility for how they view things and react to things so they do not just end up in the same situation they were in when they came to us. The mission is to become the largest and most respected family law firm in Massachusetts as well as to figure out how to help fix a broken system.

If you're still reading and interested, here's the things we need our paralegals to know how to do:

* Draft all basic pleadings (divorce, custody, paternity, guardianship of minors, name changes, restraining orders, complaints, petitions, motions, contempts, pretrial memos, etc.)
* Both short and long form financial statements (especially if the client is self-employed or has complex finances)
* Discovery related items (assist with KORs, deposition prep, Request for Production of Documents, Interrogatories, etc.)
* Trial Prep (organizing exhibits, ensuring deadlines are met, motions in limine, trial pleadings, etc.)
* E-filing (or regular filing) and audio recording requests and reviews in various counties
* Communicate effectively with our clients, opposing counsel, and other professionals
* Know what the specific deadlines are relating to family law issues
* Calendaring events and ensuring notice is sent
* Assist with some administrative tasks
* Understanding of hourly billing and activity description drafting (especially knowing the differences between non-billable and billable work)
* Typing speed of no less than 60 wpm with no typos or grammatical errors
* Help the attorneys strategize their cases, express ideas or suggestions to help clients get a better outcome or have a better experience
* Have an advanced working understanding of programs such as word, PDF programs, outlook, and of course, using a laptop/computer overall as well as iPhones
* Experience using case management software (we use Clio) or can pick things up fairly quickly
* Have a great attitude with a sense of humor and a confidence in your ability with the desire to learn and grow
* Most of all, you need to know how to get sh!t done! =)

If you're still reading, we're either keeping you amused or you're interested. If the latter, let's talk and see if we are a right fit for each other.