



Colin Bradley Law, PLLC is seeking a paralegal/legal assistant in Phoenix, Arizona. The Law Firm primarily handles matters related to civil litigation and Indian Law. The ideal candidate would have prior experience as a paralegal along with excellent skills in writing, organization, planning, and communication. The position will be open until filled.

Job Title: Paralegal/Legal Assistant

Salary: \$40,000 - \$60,000 DOE

Benefits: Health, Eye, Vision, & Dental Insurance

Tenure/Time Base: Permanent/Full-Time

Location: In-Person & Remote

Duties

The duties include, but are not limited to:

- Communicating with attorneys, clients, and staff to discuss ongoing cases
- Review client documents, files, and help prepare attorneys for filings and trial
- Perform new client intakes
- Draft and review documents
- Organize client files
- File documents with various courts (mail, PACER, TurboCourt, etc.)
- Perform other duties as assigned
- Schedule depositions, trial dates, meetings, etc.

Qualifications

Required:

- Strong communication skills
- Strong writing skills
- Strong time management skills
- Must be proficient (or willing to learn) with Mac computers and software
 - Adobe
 - Google
 - LexisNexis
- Must be able to sit for long periods of time working on a computer
- Must be able to lift at least 25 pounds
- Must be able to drive
- Must be able to keep client materials confidential

Preferred:

- Associate's/Bachelor's/Paralegal Studies Certificate
- Prior experience as a paralegal
- Prior experience with civil litigation

How to Apply

- Applications must be sent by email to colin@cwbradleylaw.com. Please include a resume.