Our firm seeks an experienced, motivated paralegal clerk to join our team as a full or part time employee.

Compensated Opportunities for aspiring paralegal students and otherwise interested candidates from other fields considering a transition to legal studies will be intensely mentored to acquire new and improve existing skills beyond the curriculum in a range of subject areas, including:

- Personal injury
- Medical malpractice
- Criminal defense
- Family law
- Workers compensation
- Commercial and residential real estate
- Corporate & Nonprofit Governance
- General Litigation Skills and Intensive Trial Practice

Responsibilities include:

- Develop crucial skills in practice areas of interest through in-house and external (ie American Association for Paralegal Education, the National Association of Legal Assistants, Illinois Paralegal Association, etc.) programs, materials and seminar events.
- Build an understanding of professional communication through in-person, written and telephonic interactions with clients, lawyers, administrative staff and other contacts
- Collaborate with experienced paralegal and attorney mentors to develop personally and professionally
- Gain experience onboarding incoming cases and configuring up new matters (e.g., review and management, scheduling deadlines, follow-ups, etc.)
- Hone your ability to write legal documents including briefs and pleadings through the same courses lawyers take at top-twenty law schools
- Learn to complete, review, process and file administrative and court documents electronically and in-person across a hundred-mile range of counties and court systems
- Acquiring desirable and highly compensated practical skills through innovative and explorative use of "Best in Breed" legal informatics and business technologies including Microsoft enterprise applications and analytics, document assembly and automation, and other paradigm-changing technologies

Capabilities required:

- Ability to think critically and find solutions to problems
- Desire to learn and develop personally and professionally
- Effectively interact with personnel, management and administrative support
- Proactively engage detailed work by understanding its relationship within a larger context
• Exercise professional communication skills
• Embrace new processes to meet changing demands of practice
• Respond appropriately to shifting demands and opportunities
• Plan, organize and carry out multiple, related activities
• Attend to details and follow through
• Ability to use technology effectively to improve processes and work product

**Qualifications** preferred:

- A strong preference is given for applicants currently enrolled in, or considering beginning paralegal training, certification
- A preference is given for applicants whose diverse experience includes skills and motivation that will allow them to become exceptional paralegals
- A strong preference is given for applicants who submit with their application a writing sample (legal, academic, technical, poetic, literary or journalistic writing)

**Benefits** of Employment

- Five-minute walk from office to scenic waterfront running/cycling trails
- Five-minute walk from office to tennis courts
- Office located within mile of toll-road for convenient out-of-area commute
- In-house gym facilities with cardio and strength training equipment
- Health Insurance
- Comfortable office space and workspace amenities
- Great Wi-Fi
- Opportunities for continued personal certification, educational development
- Nitro cold brew coffee on tap
- Discounted and furnished firm-provided housing for summer, fall or winter semester internship/externships available

**Applicants must** submit with their application:

- **A letter of interest or cover letter.** A letter of interest is an opportunity to show us who you are beyond your resume. The interview begins, and often ends, here. While not an exhaustive list, previous sophisticated and successful candidates have told us 1) what makes them interested in considering joining our team, 2) what they hope to achieve personally and professionally in their legal career, 3) why they are considering paralegal studies, 4) what they most value or criticize in the legal profession, 5) what skills they hope to acquire or develop, or formative experience they seek from the time they may spend at our firm. If applicants are not currently enrolled in a program of paralegal studies, please use the letter of interest to sell us on how your previous experience will make you an exceptional paralegal.