**Job description**

**Who We Are**

Collaborative. Respectful. A place to serve clients and enjoy work/life balance. These are just a few words that describe what life is like at Bailey & Galyen. As one of the leading consumer law firms, **Bailey & Galyen** is growing through our incredibly talented and diverse team members who are committed to total client satisfaction. At Bailey & Galyen, we cultivate an environment where all team members are provided with the resources and support needed to produce their best work.

**Who We're Looking For**

Bailey & Galyen is looking for a caring and highly motivated **Civil Litigation Paralegal** to support family law attorneys in our Fort Worth office. You will be responsible for the coordination of all the details before, during and after trial. The successful candidate will be able to aid during all phases of the litigation process including conducting interviews, legal research, document filing and attending trials.

**What You'll Be Doing**

* Warmly greet potential clients and promote the services we offer.
* Communicate with clients to increase levels of business activity.
* Maintain accurate detailed records and accounts of firm clients.
* Complete follow-up procedures of firm clients.
* Report any client disputes or concerns to the general manager immediately.
* Prepare and draft motions, pleadings, judgments, statements, documents.
* Maintain attorney calendars and case files.
* Schedule appointments, court appearances, and mediation/deposition hearings.
* Serve as a liaison between the client and attorney.
* Prepare and review discovery packages, including disclosure statements, answers to interrogatories, and production requests.
* Assist staff and attorneys with additional tasks as requested.
* Conduct pre-claim investigation, legal research, and initial case assessments
* Draft pleadings, motions and appellate documents and file them with the court
* Perform administrative duties calendar hearings and deadlines, organize case files, manage logistics etc.
* Maintain pleadings and discovery indexes
* Organize exhibits, documents, evidence, briefs, and appendices
* Aid attorneys with discovery requests
* Gather relevant information from a variety of sources
* Liaison between trial teams and internal/external third parties
* Help with witnesses’ preparation
* Aid with case settlements

**What You Bring**

* Excellent listening and communication skills both verbal and written
* Excellent Microsoft Office Skills
* Ability to work attentively on your own with little supervision
* Exude a professional, confident, positive demeanor
* Impeccable customer service
* Growth, achievement, goal oriented
* 3 years family law paralegal experience preferred
* Needles experience preferred
* Bilingual Spanish and English preferred
* Proven working experience as a Litigation Paralegal
* Applicable knowledge of motions, discovery, evidence, litigation documentation, court rules and procedures, practices etc.
* Highly organized with ability to meet multiple deadlines in a fast-paced environment
* Strong writing and communication skills along with attention to detail
* Extensive computer and database expertise
* Paralegal associates degree or other relevant certification

**What We'll Bring**

During your interview process, our team can fill you in on all the details of our industry-leading benefits and career development opportunities. A few highlights include:

· A work environment built on teamwork, service, and respect

· Professional growth and development programs to help advance your career

· Comprehensive health care and wellness plans for your entire family

· Generous paid holidays, paid sick time and vacation

· Referral services related to prenatal services, adoption, childcare, eldercare, and more

· 401k

· Invaluable industry knowledge and mentoring

**Belonging at Bailey & Galyen**

Our success begins and ends with our people. We embrace and celebrate diverse perspectives and value unique individual contributions and experiences. We believe each team member has an important role in the ongoing success of the firm. We are proud to be an equal opportunity employer that celebrates the diversity of the communities where we live and do business. We foster a culture of belonging, mutual respect, teamwork, and empowerment.

Bailey & Galyen provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Job Type: Full-time

Salary: From $55,000.00 per year

Benefits:

* 401(k)
* Dental insurance
* Employee assistance program
* Employee discount
* Health insurance
* Health savings account
* Life insurance
* Paid time off
* Professional development assistance
* Referral program
* Vision insurance

Schedule:

* 8-hour shift
* Monday to Friday

Supplemental pay types:

* Bonus pay

Experience:

* Civil Litigation Paralegal: 3 years (Required)

Language:

* bilingual Spanish and English (Preferred)

Work Location: One location

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