

PARALEGAL

THE FIRM

Telecom Law Firm, PC is a specialized telecommunications law firm representing corporate, government and private clients in transactional, regulatory and land use matters involving wireless siting, wireless leasing, lease sales, fiber optics, wide area network agreements, and telecom site agreement enforcements. Our clients are located throughout the U.S.

THE POSITION

The Paralegal will be responsible for supporting attorneys by performing a variety of administrative duties, including drafting legal correspondence and documents, reviewing contracts and memoranda, directing incoming calls and communicating with attorneys, clients and related personnel.

THE CANDIDATE

The successful candidate will exhibit a strong sense of discretion, professionalism, initiative, quick-thinking and an eagerness to learn. Experience working in a legal setting is mandatory.

Primary Responsibilities

- Greet clients in person or by telephone; answer direct inquiries about the firm, its attorneys and services
- Manage schedules and appointments for 1-3 attorneys
 - Coordinate in-person and telephone/Skype meetings and conferences
 - Manage deadlines, budget attorney time and provide timely reminders needed to meet time and work product commitments
 - Anticipate changes in litigation and/or transaction schedules
 - Plan and book travel arrangements (airfare, rental car and hotel)
- Manage correspondence and document flow through the office
 - Receive, review and route correspondence and other documents to the appropriate client/matter file
 - Upload and log correspondence/documents into document management system
- Take notes on discussions and meetings for later reference, with special attention to any action items and deadlines mentioned
- Proofread and review letters, contracts and other legal documents
- Perform document review and prepare summaries
- Perform initial client intake tasks
 - Interview new clients and obtain basic background information about the client and their matter
 - Create and manage client and matter profiles in the client document management systems
 - Receive, review and organize documents and other materials into client/matter files

- Perform timekeeping and billing tasks
 - Record attorney billable time and reimbursable expenses
 - Prepare draft invoices, edited for spelling, grammar, punctuation and style
 - Collect and record accounts payables
 - Coordinate billing activities with the Firm's business manager and bookkeeper
- Maintain office supplies and equipment, monitor needs for resupply and/or repairs, place and coordinate orders/repairs with suppliers and evaluate new products and services
- Conduct basic research on topics relevant to the Firm's and its clients' business
- Update professional skills and job knowledge by participating in organized educational opportunities, reading professional publications, maintaining professional networks and participating in professional organizations

Qualifications

- Paralegal certification
- Minimum 2-3 years' experience in a law Firm setting
- Ability to recognize confidential/proprietary information and treat it with due care and discretion
- Outstanding time-management and typing skills
- Excellent organizational, note taking and documentation skills
- Excellent internal and external/client-facing written and verbal communication skills
- High proficiency in office/legal computer programs and applications (Westlaw, MS Office, Clio, Worldox, Expensify, etc.)
- Experience with court and/or administrative agency docketing systems preferred, but not required
- Proficiency in non-English languages considered a plus
- Dependable, courteous, enthusiastic and professional
- Reliable transportation
- A general understanding or background experience in real property transactions, telecommunications, utilities or related fields is desired

Work Environment

The Firm offers a pleasant and informal yet professional working environment.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Telecom Law Firm. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the job holder's responsibility.