

CAPUA LAW

## Paralegal at Capua Law Firm, PA

**Organization Type:** Law Firm (14 employees)

**Location:** Asheville, NC; Boone, NC; Hybrid/Remote

**Job Title:** Paralegal

**Position Type:** Full-Time

**Positions Available:** 1

**Minimum Experience:** 3 years minimum; 5 years preferred

**Compensation:** Starting at \$25 to \$28 per hour commensurate with experience; generous benefits

### Job Purpose:

Participates as a team member and assists attorneys with various legal and other litigation duties as well as assists technology professionals by participating in the work required to support the firm's clients. This position provides the need for case management throughout all areas of law performed by the law firm.

### Work Experience:

Must have at least 3 years (5 preferred) of experience in some or all of these preferred areas: probate, estate planning, real estate, family law, and various other litigation areas.

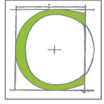
### Requirements:

This job requires an energetic, punctual, organized and disciplined individual who is willing to work hard and able to work well under time constraints. It also requires case management skills and the ability to see the bigger picture while managing the small everyday details.

- Ability to logically solve problems with little supervision.
- Strong attention to detail.
- Initiative and the ability to figure things out on your own.
- Discretion in handling and communicating sensitive information.
- Ability to manage multiple projects at once in a fast-paced environment.
- Willingness to work under pressure in a dynamic environment.
- A positive attitude and willingness to do whatever it takes to get the job done.

### Essential Functions:

- Draft and review legal documents, such as, estate planning documents, probate documents, pleadings, contracts and correspondence.
- Represents attorneys by communicating and obtaining information; following-up on delegated assignments; knowing when to act and when to refer matters to attorneys.
- Compiling, creating and organizing legal binders and packets for clients, attorneys, judges, and jury in preparation for legal engagements such as client meetings, hearings, mediation, and trial.
- Supervise assigned new client cases and contact information and relaying this information to appropriate team members in a timely manner.



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- Liaise with clients to gather information, provide updates on case progress and offer general support throughout the legal process.
- Coordinate with external parties including other law firms, government agencies and other legal professionals to facilitate information exchange and meet case requirements.
- Perform legal research using various resources to gather case relevant information.
- Maintains client confidence by keeping client/attorney information confidential.
- Updates job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, participating in professional organizations.

## **Preferred Skills/Qualifications:**

Microsoft Suite Skills, telephone and computer proficiency, General Office Experience, Clio (or similar platform), Sharefile Proficiency, Dependability, Professionalism, Client Relationships.

It is the policy of Capua Law Firm, PA to administer all employment activities without discrimination because of race, sex, age, religion, national origin, disability, sexual orientation, gender identity or veteran status in accordance with all local, state, national laws, executive orders, regulations, and guidelines.

To apply for this position, send resumes in confidence to [johns@capualaw.com](mailto:johns@capualaw.com).

<https://www.capualaw.com/>