

July 2017

Paralegal/Executive Assistant for solo practitioner in Birmingham, MI

This full-time employee has good secretarial skills including word processing, ease with Microsoft Word, Excel and Tabs, familiarity with family law and various filing procedures in different county courts (Oakland, Macomb and Wayne primarily).

In addition to practical secretarial skills, the employee must have exceptional, patient and compassionate communication skills with clients on the phone and in person. Ability to schedule appointments and manage/align calendars with ease, exemplary organizational skills and attention to detail, overall awareness/broader view of what is happening in the firm (understanding how many cases are open, what kinds of cases, impending deadlines and more) is a must.

This person has an outstanding ability to honor and meet deadlines, stay one step ahead of meeting the needs of superiors, anticipates what needs to be done and maintains a high level of independence and forethought while working closely with and being managed by the Principal of the firm.

In addition to serving as Executive Assistant, this person will also serve as paralegal. Required bachelor's degree and/or paralegal certification. Must have the capability to draft divorce pleadings, prepare subpoenas, draft motions and mediation summaries, and prepare discovery.

Full-time position with retirement plan and two weeks paid personal time. Hours are 10 a.m.- 6 p.m. Monday-Friday.

Interested parties should submit cover letter, resume and 3 references with contact information to lynne@yourppl.com with **Paralegal/Executive Assistant** in the subject line.