PART-TIME PARALEGAL

Small family law firm in Newton office suite with other law firms seeks part-time (20-30 hours per week), polished paralegal with 1-4 years of experience, preferably in divorce, real estate and/or business transactions. Responsibilities include legal research; trial preparation; drafting pleadings, correspondence and deposition subpoenas; document review; and general office tasks. Candidate must have superb people skills, excellent organizational, communication and computer skills including Microsoft Office/Word and Excel. Paralegal Certificate or a 2-year degree is required. If successful, the position may convert to full-time. Please email cover letter and resume to Patryce@grossmanltd.com.