



<https://sales-executives.com/job/paralegal-personal-injury/>

Paralegal

Description

Exciting Opportunity with a locally based firm located in the easy access area of Green Hills with free parking! Being a leader in their field of personal injury/tort law, our client continues to grow and enjoy success in their vertical market. You will join a growing team of legal professionals who enjoy their work.

Responsibilities

Areas of responsibility:

- Assist attorneys with drafting and formatting legal documents, such as Complaints, Discovery, Motions, and Subpoenas
- Draft, proofread, and edit legal documents for accuracy and clarity
- Coordinate and e-file pleadings and other filings on State and Federal court dockets.
- Familiar with Pacer, CM/ECF and civil procedure for Federal Court
- Oversee service of process
- Utilize document management systems to organize and maintain electronic files, such as Filevine
- Request, organize and summarize medical records.
- Review and prepare correspondence
- Answer phone calls and take messages with professional phone etiquette
- Provide administrative support such as scheduling appointments, managing calendars, and organizing files
- Perform clerical tasks including photocopying, scanning, and faxing documents
- Assist with data entry and record keeping

Qualifications

Qualifications:

- Minimum 4+ years' experience as a paralegal, mass tort or personal injury preferred.
- Strong organizational skills with the ability to prioritize tasks and meet deadlines
- Excellent written and verbal communication skills
- Proficient in using Microsoft Office Suite (Word, Excel, Outlook)
- Familiarity with document management systems and file organization
- Attention to detail and accuracy in proofreading and editing
- Ability to maintain confidentiality of sensitive information
- Keen attention to detail and adherence to deadlines

Job Benefits

Compensation ranges from \$65,000-75,000 base salary depending on experience. Medical plan, PTO, Federal Holidays and 401K.

Hiring organization

Sales Executives

Employment Type

Full-time

Industry

Legal

Base Salary

\$ 65,000

Date posted

May 26, 2026