

## **PARALEGAL ASSISTANT**

### **Paralegal Assistant. WE WILL TRAINING RISING STARS!**

Team, Talent, Truth, Tenacity, Triumph. These are our values.

To watch employee testimonial videos, and Bert's tour of our office, go to [www.HurtCallBert.com/careers](http://www.HurtCallBert.com/careers). For Glassdoor reviews, go to: <https://www.glassdoor.com/Reviews/Parnall-Law-Firm-Reviews-E2060161.htm>.

### **Please read below concerning how to apply.**

We are a growing plaintiff's personal injury law firm. Candidate must be enthusiastic, confident, a great team player, a self-starter, and able to multi-task in a fast-paced environment.

Legal assistant duties include support to 14 paralegals in the form of drafting basic form letters, scanning, creating mediation/arbitration notebooks, e-filing, compiling enclosures and sending out letters/demand packages, follow up phone calls with clients, providers, and adjusters, IPRA requests and monitoring.

Keys to success in this position: Organization, decision making, being proactive, ability to work on multiple projects, ability to listen and ask questions, intrinsic desire to achieve, no procrastination, desire to help team and client, willing and glad to help wherever needed, offering assistance beyond basic role, focus, motivation, and taking ownership of role. You must feel fulfilled by the importance of your role in gathering evidence to support the claim, and supporting the paralegals and attorneys. Obviously, work ethic, character, and good communication are vital in a law firm.

Barriers to success: Lack of drive and confidence, inability to ask questions, lack of fulfillment in role, procrastination, not being focused, too much socializing, taking shortcuts, excuses. Being easily overwhelmed by information, data and documents.

If you want to be a part of a growing company with an inspired vision, a unique workplace environment and opportunities for professional growth and competitive compensation, **you MUST apply online at [www.HurtCallBert.com/careers](http://www.HurtCallBert.com/careers). Emailed applications will not be considered.**

