

AUGUSTIN LAW OFFICES, PLLC

1675 Watertower Place Ste, 800

East Lansing, MI 48823

Phone: (517) 939-1880

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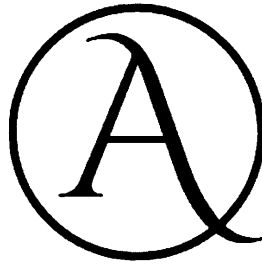
Part-Time Paralegal Position

Augustin Law Offices, PLLC is located in East Lansing, Michigan, but we serve clients statewide. We are professional, client-centric, and inclusive. We're seeking a part-time legal paralegal/legal assistant with experience in probate and family law. A successful candidate will possess the following skills:

- Probate and/or Family Law experience is required.
- Legal experience in a law firm setting is required.
- Ability to work in a fast-paced law firm environment.
- Attention to detail, strong organizational, grasp new concepts quickly, and time management skills.
- Ability to work with a team and independently with minimal attorney supervision.
- Answer phone pleasantly, greet clients, and schedule client meetings, hearings, and deadlines.
- Legal document drafting, formatting, and proofreading.
- Strong skills in Microsoft Word, Microsoft Excel, Microsoft Powerpoint, etc.
- Maintain client files and prepare litigation files for trial/hearings.
- File pleadings with various county courts in person, via mail, and online.
- Probate and Trust Administration (including preparing inventory/accountings).
- Attend estate planning client signings.
- Performs other duties as assigned.

We love what we do, and we serve clients in the following practice areas:

- Elder Law
- Probate Litigation
- Estate & Trust Administration
- Estate Planning
- Family Law



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Compensation & Schedule:

- \$17.00 - \$20.00 per hour
- In person position (some remote hours).
- Office hours: Monday – Friday (8:30am-5:00pm)
- 20hour work week.

Other:

- The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties in the job description. Other skills may apply.
- Reliable transportation to commute to work and occasionally to court.
- Website: www.augustinlawoffices.com

We are based in East Lansing, Michigan. We serve clients statewide. If you are interested in joining our team, please email your resume to augustin@augustinlawoffices.com.