

Paralegal – Madanipour Law Group

Position Summary:

Madanipour Law Group is a top-rated Orange County, California family law firm that helps exceptional clients through challenging times. We have been serving Orange County and adjacent communities since 2014 and specialize in high-asset divorce, spousal support, child support, prenuptial agreements, child custody and mediation and have litigated and negotiated 100s of cases to date. Check us out at: www.madanipourlawgroup.com.

As our client load continues to increase, we're looking to bring in a high caliber paralegal on a full-time basis to help our Founder / CEO service MLG's growing roster of clients. We offer a competitive compensation package, a remote / hybrid work opportunity and ability to grow as the firm grows. If you love working in a fast-paced environment, helping people and have exceptional organization and communication skills, we would love to talk to you about joining our team!

Job Responsibilities:

- **Client Interaction:** Conduct client interviews and maintain detailed client files.
- **Document Preparation:** Prepare and file legal documents such as Petitions, Motions, and Declarations.
- **Legal Research:** Conduct legal research to support case preparation.
- **Trial Preparation:** Assist in trial preparation, including organizing exhibits and witness lists.
- **Case Management:** Maintain attorney calendars and case files, ensuring all deadlines are met.
- **Communication:** Manage communication between the parties involved in a case, providing guidance and support to clients.

Required Qualifications:

- **Education:** An associate degree from an accredited program.
- **Certification:** Certified Paralegal (or Certified Legal Assistant) certification.
- **Skills:** Excellent organizational skills, attention to detail, and the ability to handle sensitive information with discretion. Proficiency in Microsoft Office Suite (Word, Excel, Teams), Google Workspace and related apps (Gmail, Google Calendar, Collaboration tools).

Preferred Qualifications:

- Prior experience in a fast-paced legal environment with proven and demonstrated ability to impact positive operational efficiency.
- Experience with MyCase or similar legal-focused software.

Classification, Hours & Compensation:

- This position is being offered as full-time position and classified as W-2 with all State / Federal withholdings deducted in accordance with applicable local and Federal laws.
- Salary is negotiable based on prior experience and proven track record of success.

Notice: *The above statements are intended to describe the general nature of the environment and level of work being performed by this job. This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. This job description supersedes prior job descriptions. When duties and responsibilities change and develop, the job description will be reviewed and is subject to changes of business necessity. Madanipour Law Group is an Equal Opportunity and Affirmative Action employer, and we consider qualified applicants without regard to race, color, creed, religion, ancestry, national origin, sex, sexual orientation, gender identity, age, disability, veteran status or any other protected factor under federal, state or local law. Applicants must be currently authorized to work in the United States.*

If interested, please email cover letter and resume to jobs@madanipourlawgroup.com.