



JOB DESCRIPTION: FAMILY LAW PARALEGAL

Location: Glenwood Springs, Colorado

Salary: \$62,000 - \$82,000, depending on experience

Responsibilities and Duties

- Drafting initial legal documents, including petitions, motions, pleadings, discovery requests and responses, affidavits, and proposed judgments.
- Organizing and maintaining digital case files, evidence, and correspondence; tracking critical deadlines and managing attorney calendars and schedules for appointments, hearings, and depositions.
- Serving as a primary point of contact for clients, providing case updates, gathering information, and offering support during difficult times. They also coordinate with witnesses, opposing counsel, and court personnel.
- Conducting client interviews to gather information, investigating facts, collecting financial documents (e.g., income, expenses, asset statements), and organizing exhibits for hearings and trials.
- Performing legal research on statutes, case law, and local court rules, and ensuring accurate and timely e-filing of all legal documents with the courts.
- Assisting attorneys in preparing for court proceedings by organizing trial notebooks and exhibits, coordinating witnesses, and preparing evidence.

Preferred Qualifications and Skills

- An associate degree or a bachelor's degree in paralegal studies, or a paralegal certificate from an ABA-approved program.
- 1-3 years' experience in family law or general litigation.
- Strong organizational, time-management, communication (written and verbal), and research skills are crucial.
- Experience with legal case management software, e-filing systems, and Microsoft Office Suite (Word, Excel, Outlook).
- Empathy, discretion, professionalism, and the ability to work well under pressure in an emotionally charged environment.

Interested candidates should email a cover letter and resume, including three professional references, to office@alpinelegalservices.org

Alpine Legal Services is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.