



## **JOB DESCRIPTION**

Onsite Paralegal/Legal Assistant needed for fast-paced one attorney law office with cases in Cook, DuPage, Kane, Lake and McHenry counties. Preference for family law experience and the ability to work independently and support the attorney as needed. Priority given to top-notch drafting skills for legal documents, including Marital Settlement Agreements and Parental Allocation Agreements. Must be familiar with e-filing, discovery, procedures, analyzation, discovery compliance and the like.

Responsibilities include answering potential new client calls, setting appointments/meetings; setting up new clients that includes processing retainer payments (LawPay), obtaining signature on retainers, creating the client files and working with clients as needed.

Minimal support required for attorney's leadership position with the Northwest Suburban Bar Association (NWSBA) and related events, two of which would require out-of-office attendance: NWSBA's Installation event (June 18, 2025: evening) and Membership Picnic (August 16, 2025: daytime).

Work includes both billable and non-billable time. Time needs to be kept weekly, reviewed with attorney and then put directly into QuickBooks. Occasionally assist with monthly billing that is mainly handled by the business manager.

Located downtown Palatine, the space is shared with three other attorneys, but each is its own office. Office manager duties may be needed at times. These duties may include processing payments, like monthly expenses or retainer refunds, contacting IT support/building management as issues arise, managing passwords for shared accounts and the like.

Paralegal certificate a plus. QuickBooks experience preferred. Microsoft Office required. Adobe Acrobat Pro and DocuSign.

## **Key Responsibilities**

- **Case Management:** Support attorney in managing family law cases from intake through resolution, including organizing case files, maintaining deadlines and preparing case summaries.
- **Client Interaction:** Serve as a point of contact for clients, providing regular updates, gathering necessary documentation and addressing client inquiries with professionalism and empathy.
- **Administrative Support:** Perform general administrative duties, including calendaring, scheduling, and managing correspondence related to family law cases.
- **Drafting and Filing:** Prepare legal documents, including discovery requests, responses, and motions; file documents with courts and administrative agencies as required.

## TO APPLY

Kindly no phone calls. Please email a copy of your cover letter, resume and salary requirements to: [ashley@nickrichardsonlaw.com](mailto:ashley@nickrichardsonlaw.com). If you are applying from outside Indeed, please note how you found the posting, IE: Barrington Career Center Applicant.

Kindly no phone calls. Please email a copy of your cover letter, resume and salary requirements to: [ashley@nickrichardsonlaw.com](mailto:ashley@nickrichardsonlaw.com). Please do not contact Nick, as he's focused on billable time.

## BENEFITS

- \$50,000 to \$55,000 salary, NON EXEMPT

- Monday to Friday, 9 am to 5 pm

- 3-4 years experience

- Paid Holidays, including President's Day, Memorial Day, July 4, Labor Day, Thanksgiving, Black Friday, Christmas Eve/Day, New Years Eve/day

- 2 weeks paid PTO, plus Week Shutdown between Christmas and New Years in December: for 2025, the office is closed starting December 22 and reopens January 5. This is paid time off.

- Eligibility for SIMPLE Matching Contributions after 2 years at 3% matching of employee's contribution

- Medical Insurance premium covered by 25% for employee only by employer after 90 days\*\*

*\*\*For Nick's coverage, the total monthly premium on this plan until February 1, 2026 is \$637.40, and the office covers \$159.35. Exact premium amount depends on BCBS' rates, calculated with our insurance broker's help.*

**PRE-SCREENING QUESTIONS: Listing for Indeed allows for this to be sent as applications are submitted.**

Hello,

Thank you for applying to our Onsite Paralegal/Legal Assistant position. This position is available due to our current paralegal's retirement after six years with our office.

We are a small business and parents to small kids, so please be patient with us, as we sort through resumes and callbacks. Our aim is to respond to every submission, but depending on volume, this may not be possible.

In the meantime, you are welcome to respond to these initial screening questions:

1. Why are you a good fit for this position and family law specifically?
2. What makes you stand out from other candidates?
3. How would your current manager/boss describe you?

Thank you for your interest. We hope to make this process as painless as possible for everyone involved.

Best,

Nick & Ashley Richardson

