

PARALEGAL

Mid-size Indianapolis law firm seeks a Paralegal with one to three years of paralegal experience or a Bachelor's degree with Paralegal certification. Candidates will assist attorneys through research, document review and preparation and file management. The ideal candidate enjoys performing intellectually challenging work in a collaborative, team-oriented environment where professional expectations are high, yet possesses a good sense of humor and interacts well with a wide variety of personalities.

Qualifications:

- Possesses one to three years of legal research experience
- Creates, composes and edits written materials for internal use
- Highly responsive to the needs and interests of attorneys and clients
- Comfortably and effectively communicates orally and in writing with attorneys, clients and others
- Develops positive relationships with colleagues, clients, consultants and others
- Demonstrates ability to manage work load of multiple clients and competing deadlines
- Produces consistently high quality work
- Responds timely to requests for information
- Enters time and descriptions accurately and on a daily basis

Skills needed:

- Excellent legal research and computer skills, experienced working with Lexis and Microsoft Office programs
- Must work well with other professionals in a collaborative manner
- Able to handle numerous tasks simultaneously and maintain organized files
- Structured approach to assignments and able to prioritize work load while paying close attention to detail
- Able to work independently with minimal supervision, problem solve and regularly meet internal and external deadlines

Education/Experience/Certifications:

- Four year college degree, Paralegal Certificate **OR**
- Two year college degree, Paralegal Certificate, with two years previous paralegal experience

To submit a curriculum vitae or résumé, please email [Erica Foley](mailto:Erica.Foley@psrb.com) at efoley@psrb.com. Please include writing samples.