



<https://www.premierpersonnelgroup.com/find-a-job/personal-injury-para-legal-direct-hire/>

## Personal Injury Paralegal – Direct Hire

### Description

The successful candidate will possess and be responsible for the following:

- Provide administrative support to the lawyer to enhance law office effectiveness.
- Communicating with clients, law offices, insurance adjusters, medical offices, and experts.
- Manage Prolitigation and Litigation matters from start to finish.
- Open and close files. (Medical records, police reports, and more)
- Interact and contact existing clients daily.
- Manage a caseload of up to 80.
- Respond to incoming calls and voicemails daily.
- Assist in preparing for depositions, mediations, arbitrations, and trials.
- Prepare and file complaints, motions, briefs, and arbitration statements; prepare special packages, discovery demands, and answers to interrogatories. Review the discovery provided and summarize deposition testimony.
- Assist attorney with depositions calendaring and maintain court dates.
- Compose e-mails and correspondence.
- Monitor deadlines and be proficient in maintaining the law office calendar.
- Prepare disbursement of settlement funds and request checks from the accounting department.
- Meet and greet walk in clients and conduct intakes as needed.
- Answering inquiries from potential new clients (Intake coordination).
- Conduct research as needed.

Maintain case status notes in our case management system

### Responsibilities

The successful candidate will possess the following requirements:

- High School Diploma, Paralegal Certificate or equivalent.
- Possess at least five years of working experience as a legal assistant or paralegal in the personal injury area of law.
- Familiarity with New Jersey e-courts and N.J. court rules and legal procedures.
- Satisfactory knowledge of the day-to-day operations of a law office
- Computer literacy with proficiency in M.S. Office and Outlook.
- Fluency in the English and Spanish languages, both verbally and in writing
- Excellent administrative and organizational skills
- Ability to juggle multiple activities and work under pressure.
- Must be willing and able to work in a fast-paced office setting.

### Qualifications

Schedule:

- 8-hour shift
- Monday to Friday

### Hiring organization

Premier Personnel Group

### Employment Type

Full-time

### Beginning of employment

ASAP

### Duration of employment

Full Time

### Industry

Legal

### Job Location

Perth Amboy

### Base Salary

\$ 70 - \$ 80

### Working Hours

M-F 9 am to 5 pm

Education:

- High school or equivalent (Required)

Experience:

- Microsoft Office: 5 years (Required)
- Litigation (Personal Injury): 5 years (Required)

Language:

- Spanish (Required)

**Job Benefits**

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Employee discount
- Flexible schedule
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Referral program

Vision insurance