



YOUNG, THAGARD, HOFFMAN, LLP

ATTORNEYS AT LAW

Paralegal- Valdosta, GA

Each Paralegal is assigned to work under the direction of specific attorneys. However, our Paralegals are also responsible to the firm and may occasionally be required to support other firm members. Our Paralegals share, with our attorneys, an obligation to serve our clients to the best of their ability.

YTH Paralegals have consistently high typing speed, spelling, and sentence-structure skills. YTH is an Equal Opportunity Employer and makes hiring decisions based on merit.

Job Description

YTH is seeking a full-time, experienced Paralegal. Responsibilities include drafting discovery responses, complying with discovery deadlines, requests for production of documents, conducting pre-trial investigations, summarizing medical records, filing of court documents, interviewing clients, drafting routine pleadings, correspondences, and affidavits. Gathering and arranging evidence and other legal documents for attorney review and case preparation, preparing exhibits and other demonstrative evidence for use at trial, interviewing witnesses, coordinating witnesses for trial, assisting with expert witness retention, and developing and maintaining records regarding billable hours spent on cases.

Qualifications

- Paralegal certification or college degree preferred.
- Requires strong computer and internet research skills, excellent interpersonal skills, ability to self-start, ability to work well in a team environment, and the ability to handle sensitive information with discretion and confidentiality.
- Ability to type and proof lengthy documents.
- Ability to work under time constraints, meet ongoing deadlines, and juggle multiple activities.
- The ideal applicant is punctual, organized, and dependable.
- Perfect Law Case Management experience is a plus.

YTH Benefits

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| • Competitive Salary | • Paid Holidays |
| • Generous PTO | • Retirement Plan |
| • Health Insurance | • Celebratory Firm Lunches |
| • Dental Insurance | • Dress For Your Day Policy |
| • Vision Insurance | • Bonus Opportunities |

YTH offers a competitive compensation package. Salary commensurate with experience. Please forward a cover letter, resume, and references for consideration to Firm Administrator, Jade Walton at jadewalton@youngthagard.com.
