

## Paralegal Job Description

Welcome to Wilson Kester the Empowered Divorce Source! We don't follow the pack; we lead with boldness, compassion, and empowerment. Our team collaborates respectfully, ensuring every client's voice is heard and valued. Enjoy competitive wages, benefits, and a no-overtime policy that respects your time. Grow with us through continuous education and unwavering support. Join Wilson Kester and be part of a family law firm that empowers both clients and team members alike.

### Why Choose WKEDS?

- Empowering Excellence: At Wilson Kester, we empower individuals to navigate divorce and family law matters with dignity and strength, making a significant impact on their lives.
- Professional Growth: Join a talented legal team where your professional development and success is fully supported.
- Collaborative Environment: Collaborate with enthusiastic colleagues in a supportive and collaborative environment dedicated to achieving the best possible outcomes for our clients and a happy and healthy work-life balance.

### Qualifications:

- 3-5 years of experience as a family law paralegal
- Required: Associate degree
- Preferred: Paralegal certification from accredited program
- Ability to thrive both independently and as part of a cohesive team
- Effective communication skills and proficiency in Microsoft Office Suite
- Excellent organizational skills and meticulous attention to detail
- Initiative-taking approach with a passion for process enhancement
- Valid driver's license and safe driving record

**Responsibilities:**

- Assist in drafting of court and client correspondence, pleadings, and discovery documents, and other legal tasks for assigned attorneys.
- Assistance with delivery of court documents and service deliveries. Mileage reimbursement or company vehicle provided.
- Contribute and collaborate in the delivery of high-quality legal services to firm clients.
- Manage calendars.
- Provide client support.

**Benefits:**

- Comprehensive benefits package including health insurance, dental, optical insurance.
- Health, dental, and vision insurance
- Short Term Disability insurance
- Flexible schedule
- Three and a half weeks of vacation your first year
- Paid Holidays
- 401K match
- Professional development and continuing legal education.
- Supportive work environment with a commitment to work-life balance
- Convenient free parking

**Schedule:**

- Full time
- Monday-Friday
- Billable Hour requirement related to compensation structure
- Flexible scheduling
- Summer Fridays

**Work Location:**

- In Person – Traverse City
- Remote-northern, mid, and southern Michigan

**Job Type: Full-time**

Pay: \$50,000.00 - \$65,000.00 per year

**Benefits:**

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Flexible schedule
- Flexible spending account
- Free parking
- Health insurance
- Life insurance
- Opportunities for advancement
- Paid time off
- Parental leave
- Retirement plan
- Vision insurance
- Work from home

**Schedule:**

- 8-hour shift

**Ability to commute/relocate:**

- Michigan: Reliably commute or planning to relocate before starting work (Preferred)

**Location:**

- Michigan (Required)

**Join Our Team:** If you are a skilled family law paralegal with a passion for empowering clients through challenging times, apply now to join Wilson Kester, the Empowered Divorce Source, as a family law paralegal in our Traverse City office or by remote location. If you are interested in learning more, please provide your resume.

