

Experienced Family Law Paralegal

Our Mission and Values

At Wilson Kester the Empowered Divorce Source, our mission is to revolutionize family law in Michigan through relentless dedication to excellence and unwavering commitment to our core values.

Our vision is to revolutionize family transition in Michigan by becoming the state's most innovative and transformative legal practice – empowering every client to emerge stronger, enabling every family to become a place of safe foundation for personal growth, and establishing precedents that advance justice for generations to come.

Our firm exists for one reason: to help our clients not just survive, but thrive. To prove their critics wrong. To tell the truth. To help our clients discover—or rediscover—the life they've always dreamed of living.

We achieve client empowerment through comprehensive education about legal procedures, applicable law, and judicial considerations that matter to their case. We level the legal playing field through skilled negotiation and meticulous trial preparation, while helping clients reframe their future to see the opportunity to achieve the life they desire.

Our values guide everything we do:

Excellence | Respect | Collaboration | Empowerment | Truth | Results

Position Overview

The Experienced Family Law Paralegal is a strategic collaborative partner who combines exceptional technical expertise with emotional intelligence to achieve outstanding outcomes for clients navigating complex family law matters. This role requires advanced analytical skills, meticulous attention to detail, and the ability to balance professional excellence with authentic care for clients during life's most challenging transitions.

In this position, you will work in true partnership with attorneys on high-complexity cases involving substantial assets, intricate custody arrangements, business valuations, and multi-jurisdictional matters while maintaining the warm, professional approach that defines our boutique practice. You'll be instrumental in helping our clients move from crisis to empowerment, supporting their journey toward the life they've always dreamed of living.

Reports to: Managing Paralegal (direct supervision) and Attorney (collaborative partnership)

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Strategic Case Excellence and Billable Work

Produce a minimum of 1,560 recorded billable hours per calendar year of high-caliber, billable paralegal work, focusing on complex family law matters that require advanced analytical skills and strategic thinking. Document all client costs accurately and in accordance with firm policies while maintaining exceptional quality standards in all work product.

Professional Boundaries and Legal Compliance

Maintain absolute adherence to Professional Rules of Conduct by refraining from providing legal advice while offering empathetic, professional support. Navigate client questions with emotional intelligence, directing legal inquiries to attorneys while providing the compassionate guidance clients need as they rebuild and reclaim their lives.

Advanced Case Management and Client Relations

Serve as primary liaison for discerning clients, managing complex calendars, facilitating multi-party communications, and maintaining comprehensive case files. Provide strategic support to attorneys while ensuring exceptional client service that balances professionalism with genuine care and understanding. Help clients feel empowered and confident as they navigate their path toward a better future through comprehensive education about their case and legal options.

Complex Case Coordination and Preparation

Execute comprehensive case preparation including: detailed document assembly and organization, financial statement preparation, expert witness coordination, sophisticated discovery management, settlement agreement preparation, and coordination of hearings, depositions, and multi-party interactions with clients, experts, mediators, court personnel, and witnesses.

Client Education and Empowerment

Provide critical support to your assigned attorney to educate clients about their legal procedures, case progression, and next steps, ensuring they understand the law applicable to their specific case and what factors will be important to the judge in their matter. Translate complex legal concepts into understandable terms, helping clients feel informed and confident in their decision-making. Support clients in reframing their perspective from crisis to opportunity, helping them envision and work toward achieving the life they desire.

Strategic Communication and Document Excellence

Draft detailed client correspondence, comprehensive pleadings, and strategic motions that advance client goals while maintaining exceptional professional standards. Communicate with clients, court personnel, experts, witnesses, opposing counsel, and other parties with both technical precision and authentic empathy, providing steadfast support to clients as they move through profound life changes toward empowerment and renewal.

Negotiation Support and Trial Preparation Excellence

Assist attorneys in leveling the legal playing field through meticulous preparation for negotiations and trial proceedings. Organize comprehensive case materials, coordinate expert witnesses, prepare detailed exhibits, and ensure all documentation supports the strongest possible client position. Help clients understand the strategic importance of each element in their case preparation.

Continuous Professional Development

Demonstrate unwavering commitment to continuous learning, staying current with evolving legal procedures, ethical regulations, and advanced family law practices. Maintain adherence to firm standards while embodying our values of excellence, collaboration, respect, empowerment, and truth.

Team Leadership and Mentorship

Provide guidance, direction, and mentorship to Legal Assistants and support staff in document assembly, filing, service procedures, and quality standards. Foster a collaborative environment that supports professional growth while maintaining exceptional work product.

Advanced Legal Research and Analysis

Conduct legal research on family law in support of your assigned attorney on issues including business valuation matters, tax implications, multi-state jurisdictional questions, factual investigation and analysis, sophisticated custody arrangements, and high-asset dissolution procedures. Analyze and synthesize research findings to support strategic case development.

Key Performance Indicators

Success in this role is measured through both quantitative metrics and qualitative excellence:

- **Strict adherence to case deadlines** with proactive communication about potential challenges
- **Minimum 1,560+ recorded billable hours annually**
- **Exceptional client satisfaction** as measured by client feedback and attorney collaboration assessments
- **Quality of work product** that consistently meets or exceeds firm standards
- **Collaborative effectiveness** with attorneys, support staff, and external professionals
- **Professional development engagement** through continuing education and skill advancement

Core Competencies

Technical Excellence

- **Advanced case management** - ability to coordinate multiple complex matters simultaneously
- **Strategic legal writing** - drafting comprehensive motions, detailed correspondence, and persuasive briefs

- **Complex legal research** - conducting analysis of sophisticated family law issues under supervision of an attorney
- **Financial analysis support** - understanding business valuations, asset division, and potential tax implications in collaboration with attorney and financial experts
- **Technology mastery** - proficiency with premium practice management systems and legal research platforms
- **Document production excellence** - meticulous attention to detail in all written work

Interpersonal and Professional Skills

- **Emotional intelligence** - ability to navigate client emotions while maintaining professional boundaries
- **Exceptional communication** - superior written and verbal skills with diverse audiences
- **Strategic thinking** - ability to see the bigger picture while managing detailed tasks
- **Collaborative leadership** - mentoring others while working effectively in team environments
- **Adaptability** - flexibility to handle changing priorities and complex situations
- **Professional integrity** - unwavering commitment to confidentiality and ethical standards

Client Relationship Management

- **Empathetic professionalism** - balancing technical expertise with genuine care
- **Educational communication** - explaining legal procedures, next steps, and applicable law in understandable terms
- **Crisis-to-opportunity support** - helping clients reframe their situation and envision their desired future
- **Relationship building** - developing trust and confidence with clients and their families
- **Cultural sensitivity** - working effectively with diverse client populations

Work Environment and Physical Requirements

Professional Environment

Many paralegal staff work remotely. The firm enjoys a friendly, team oriented and collegial work environment where you will be treated with kindness, respect and professionalism. The atmosphere is collaborative and collegial, supporting both professional excellence and work-life balance.

Physical Requirements

The position is primarily sedentary with some filing and organizational activities. Specific requirements include:

- **Visual acuity** for detailed document review, data analysis, computer work, and extensive reading
- **Technology operation** using computers, printers, scanners, and specialized legal software
- **Mobility** for office movement, occasional filing, and local travel as needed
- **Communication abilities** for phone and in-person client interactions
- **Physical tasks** including occasional lifting up to 25 pounds and standard office movements

Travel Requirements

Minimal travel may be required for firm events, court filings, or client meetings, typically within 1 hour of the main office. Travel is infrequent and supports work-life balance priorities.

Required Education and Experience

Minimum Requirements

- **5+ years of advanced family law paralegal experience** in established private practice settings with exposure to complex, high-value matters **or over 15 years of advanced litigation experience**
- **Advanced technology proficiency** including experience with premium practice management software, comprehensive legal research databases, and detailed document production systems
- **Proven client relationship management** experience with discerning clientele requiring exceptional service
- **Complete background screening** with ability to maintain absolute confidentiality

Preferred Qualifications

- Paralegal certification from an accredited college, university, or professional certification program
- Experience with complex financial analysis and business valuation support
- Multi-jurisdictional family law matter coordination
- High-asset dissolution and comprehensive prenuptial agreement experience
- Collaboration with financial experts, forensic accountants, and other professionals
- Advanced custody evaluation and detailed parenting plan development experience
- Professional development through continuing education or specialized training

Our Commitment to You

Wilson Kester the Empowered Divorce Source is an equal opportunity employer committed to creating an inclusive environment where exceptional professionals can thrive. We believe that when our team succeeds personally and professionally, our clients receive the outstanding service they deserve.

We invest in your professional growth, respect your need for work-life balance, and provide comprehensive compensation and benefits that reflect our commitment to your wellbeing:

Competitive Compensation Package

- Base salary commensurate with experience and expertise
- Performance-based opportunities for additional compensation

Comprehensive Benefits

- Complete healthcare coverage
- Dental insurance
- Vision/optical insurance

- Short-term disability protection
- 401(k) retirement plan with company participation

Time Off and Personal Support

- Competitive paid time off (PTO) policy
- Bereavement leave for family support during difficult times
- Professional development time for continuing education