

Position: Paralegal

The paralegal will work directly with the attorney to manage the caseload. This includes drafting pleadings and documents, communicating regularly with the client, opposing counsel, the court, mediators and experts. The paralegal will bill in real time in our system, and have monthly expectations for billable hours.

We offer a hybrid work environment, meaning that your schedule can consist of in-office and work-from-home days each week, depending on performance metrics and goals.

Job Type: Full-time

- Salary: \$20.00 - \$35.00 per hour

Benefits:

- Flexible schedule
- Opportunities for advancement
- Paid time off
- Work from home

Schedule:

- Monday to Friday

Travel requirement:

- No travel

Work Location: Hybrid remote in South Jordan, UT 84095