

Lynch Dallas Legal

Job Title: Paralegal

Reports To: Supervisory Attorney

Status: Full-time | Non-Exempt

Position Summary

The Paralegal provides substantive legal and administrative support to attorneys across multiple practice areas, including litigation, transactional, and municipal matters. This role is responsible for managing assigned matters from intake through resolution, exercising independent judgment, and maintaining organization, accuracy, and timely follow-through.

The ideal candidate demonstrates strong ownership of assigned work, regularly interacts with clients and third parties, and supports attorneys by drafting legal documents, conducting research, and managing case or transaction workflows.

Experience in the areas of estate planning, probate, and real estate transactions is strongly preferred.

Key Responsibilities

Real Estate, Estate Planning & Probate Support (Preferred Experience)

- Assist with drafting and reviewing real estate documents, including purchase agreements and closing documents.
- Prepare and review title opinions, and related documentation; identify and assist in resolving title issues.
- Support transactional matters including contract review, entity formation, and document organization.
- Assist with estate planning matters, including drafting wills, trusts, powers of attorney, and related documents.
- Support probate and trust administration, including preparing court filings, inventories, accountings, and coordinating with clients, courts, and third parties.

Litigation & Discovery Support

- Draft and respond to discovery requests, including interrogatories and document requests.
 - Prepare chronologies of events/data and documents.
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- Assist with deposition and trial preparation, including organizing exhibits and preparing materials.
- Review and summarize discovery responses and case materials.
- Preparing correspondence to opposing parties related to discovery responses, subpoenas, and waivers.

Case & Transaction Support

- Manage assigned cases or projects from initiation through completion with minimal supervision.
- Draft, review, and prepare legal documents, including pleadings, affidavits, contracts, discovery materials, and correspondence.
- Prepare summaries, chronologies, and other case-related materials for attorney use.
- Organize and maintain case files, evidence, and supporting documentation in both electronic and physical formats.
- Monitor deadlines and case progress; maintain calendaring and tickler systems.

Client & Third-Party Coordination

- Serve as a point of contact for clients, courts, and third parties for information gathering and status updates.
- Coordinate document collection, execution, and filing requirements.
- Communicate professionally to resolve routine issues and ensure timely progress of matters.

Administrative & Practice Support

- May need to assist in managing attorney calendars, schedule meetings, hearings, and deadlines.
- Accurately record billable time and assist with matter-related administrative tasks.

Key Skills & Competencies

- Strong organizational skills and attention to detail; ability to manage high volumes of information.
- Excellent written and verbal communication skills.
- Ability to work both independently and collaboratively.
- Critical thinking, problem-solving, and decision-making abilities.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and legal document management systems.
- Ability to maintain confidentiality and adhere to ethical standards.

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Minimum Qualifications

- Associate degree or paralegal certificate, or equivalent experience.
- 2+ years of legal support or paralegal experience.

Preferred Qualifications

- Experience in real estate law, including purchase agreements and title review/opinions.
- Experience supporting both litigation and transactional practices.
- Familiarity with billing software (e.g., TABS3) and legal research tools (e.g., Westlaw, including CoCounsel).

Success in This Role Requires

- Taking initiative to understand the why behind assignments, not just completing discrete tasks.
- Flagging missing information, inconsistencies, or risks and proposing next steps to move matters forward.
- Managing assigned workstreams independently, including tracking status, following up with stakeholders, and driving tasks to completion.
- Comfort making reasonable decisions within established guidelines and elevating issues when attorney input is required.

This Role is Not a Good Fit for Candidates Who

- Prefer to work exclusively from step-by-step instructions without responsibility for outcomes.
- Are uncomfortable following up with clients or third parties to obtain needed information.
- Expect attorneys to manage organization, tracking, and next steps for assigned tasks.
- Focus only on checking tasks off a list rather than progressing matters toward resolution.

Supervisory Responsibility

- This position has no supervisory responsibilities.

Work Environment

- Ability to perform sedentary work with occasional filing tasks requiring lifting, bending, standing, and opening filing cabinets.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

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Position Type/Expected Hours of Work

This is a full-time position working 40 hours/week. Regular days and hours of work are negotiable between the hours of 7:30 am to 5:00 pm on Monday - Friday, plus occasional overtime as job duties demand and authorized by supervising attorney.

Disclaimer

The above job description is designed to indicate the general nature and level of work performed by employees in this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. Employment at Lynch Dallas Legal is at will and may be terminated by either party at any time for any lawful reason with or without cause or notice.

Lynch Dallas Legal is an Equal Opportunity Employer