



The Potts Law Firm is a mid-size national litigation law firm headquartered in Houston, Texas. The Firm is experiencing exponential growth and needs more experienced paralegals to join the team! Senior Paralegals assist attorney(s) by providing legal support services including document preparation and review; drafting of pleadings; discovery; communicating with clients and witnesses; research, investigations, and fact checking; and trial preparation

Requirements:

- Associate's or Bachelor's degree or 5+ years experience as a paralegal handling Texas personal injury civil litigation cases (plaintiff or defense)
- Familiar with Texas and federal court rules and procedures; other state familiarity a plus, but not necessary
- Proficient in federal ECF/PACER, Texas e-filing software, and other e-filing platforms
- Experienced drafting legal documents including routine pleadings and motions, affidavits, and interrogatories; filing motions and pleadings according to judicial procedures.
- Proficient in researching and analyzing statutes, regulations, legal articles, judicial decisions, and other legal sources; provides written analysis to attorneys.
- Practiced in interviewing clients and witnesses and preparing summaries of their statements.
- Experienced with trial preparation, which may include attending trials and hearings.

Preferred, but not required:

- Paralegal certificate

Skills & Competencies

- Excellent verbal and written communication skills.
- Understanding of legal language and principles, research methods, court pleadings and processes, and other related matters.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to function well in a high-paced and at times stressful environment.
- Ability to maintain confidentiality, and to exercise discretion and good judgment.
- Proficient with Microsoft Office Suite or related software.

The ideal candidate is extremely positive and productive, can prioritize their workload and work efficiently in a highly charged positive team-oriented setting.