



**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!**

***Job Summary:***

The Senior Paralegal will assist attorney(s) by providing legal, clerical and research support services including document preparation and review, such as pleadings, discovery, and settlement demands; interviewing clients and witnesses; research, investigations, and fact checking; and trial preparation.

***Supervisory Responsibilities:***

- Dependent on docket

***Responsibilities:***

- Assist with the drafting and reviewing of legal documents
- Investigate facts to help in the negotiation of legal disputes
- Monitor and ensure compliance with state and federal regulations
- Record and store client information
- Initiate files for incoming new cases
- Heavy client interaction
- Assist with document retrieval, review, organization, and production
- Draft pleadings on behalf of the attorneys
- Maintain case pleadings, correspondence, discovery, and research
- Calendar hearing dates and filing deadlines
- File exhibits, briefs, appeals and other legal documents with the court or opposing counsel
- Help attorneys during trials by handling exhibits, taking notes, or reviewing trial transcripts
- Call clients, witnesses, attorneys, and outside vendors to schedule interviews, meetings, and depositions
- Maintain confidentiality of client information

***Required Skills/Abilities:***

- 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.

***Qualifications:***

- Bachelor's degree and completion of a paralegal program
- Paralegal experience: 7 years+ at a Texas law firm
- 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
- Proficient in Microsoft Office 365, including, but not limited to Word, Excel, and Outlook

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## **HOW TO APPLY FOR THIS POSITION?**

Submit your resume by email to: [careers@potts-law.com](mailto:careers@potts-law.com)