

FARZAD
OCHOA 
FAMILY LAW ATTORNEYS, LLP

Farzad & Ochoa Family Law Attorneys, LLP is a family law firm with existing offices in Los Angeles, Orange County, and San Diego, and future offices in Riverside and Sacramento. We seek a paralegal/secretary with family law experience for our Los Angeles office.

The duties will include preparation of standard judicial council forms, keeping an updated calendar and tasks, communication with clients, attorneys, and others, and duties common to such a role in a family law firm. The position also includes more substantive tasks such as preparation of declarations, point and authorities, disclosures, etc. The amount of substantive work depends on the new hire's experience and skill.

This position does include training of the new employee to our law firm's systems, software we use and structure. The position requires a minimum of 3-5 years of family law experience as a paralegal. We will not consider candidates without this experience.

Applicant must work well with others in a busy family law office environment. A minimum typing speed above 60 or more WPM is required.

Compensation: \$25.00 - \$35.00 per hour

Benefits: Medical, Vision and Dental Insurance

Email resume to: Carolyn.balthis@farzadlaw.com