

PARALEGAL POSITION

Gostanian Law Group: Newport Beach, CA

Are you a paralegal who prides themselves on being a good writer? Do you believe in making clients feel valued and appreciated? Do you have experience preparing documents for court and want to use your talents to help with regard to trust and estates?

The **Gostanian Law Group** is looking for a paralegal with paralegal certificate and a minimum of 12 months of legal experience in a law office to support our growing legal team.

Please note: if you are an attorney or law school student please do NOT apply.

The ideal candidate will have a strong knowledge of the **California Code of Civil Procedure** and the **California Evidence Code**- they will feel comfortable with calendaring, to e-filing and e-serving. Experience drafting discovery, legal research, assisting with law and motion: table of contents, authorities, separate statements, is a plus.

The ideal candidate will be detail-oriented, reliable, a list-maker, problem solver, a quick learner, and able to handle multiple tasks at one time. The position requires someone who is personable to make new and existing clients and related parties and/or counsel feel welcome, both in-person and on the phone. If you're looking to fill an invaluable position at a firm and love helping others, apply today.

Responsibilities

- Prepare legal documents, correspondence, and pleadings such as complaints, interrogatories, subpoenas, deposition notices, pretrial orders, legal briefs, and affidavits, under the supervision of a lawyer
- Work with lawyers to prepare for trial by conducting research on legal articles, preparing and organizing exhibits, organizing and coordinating witnesses, filing motions, and assisting with client meetings
- Conduct interviews with clients to gather information about their legal issues
- Perform administrative duties such as answering phone calls and keeping our case filing system organized so all documents are readily accessible
- Draft subpoenas and coordinate with process servers
- Assist paralegals with overflow

Qualifications

- Candidates must have completed an ABA-approved paralegal certificate program such as an Associate's degree or proprietary school program in paralegal studies, Bachelor's degree preferred - (No JD or LLM)

- Must have great time-management skills, and organizational skills
- Minimum 1 years' experience in legal services under attorney/lawyer in law firm setting
- Talented communicator and writer
- *Candidates who have completed a paralegal professional certification or have advanced paralegal education will receive preference*

Compensation

\$60,000-\$78,000 depending on experience

About Gostanian Law Group PC

The Gostanian Law Group, PC, is located in Newport Beach, CA. Our mission: "Protect Trustees From Getting Sued and Beneficiaries From Getting Screwed". We specialize in estate and probate litigation, as well as estate planning, guardianships, and conservatorships.

We have a strong reputation for hard work and good clients. We have 4 attorneys (3 Superlawyers), 3 paralegals, a legal assistant, and an office manager on our team and looking to grow. We pride ourselves on helping our clients to the best of our ability by providing them with expert legal services and the highest quality of customer service. We expect our team members to always put the client first and treat them with respect and care, as we do. Office culture is we work hard, but maintain balance.

Employment Type

Full-time. On-site or Hybrid Work

To Apply:

Find **Gostanian Law Group on LinkedIn** and apply under **Associate Attorney (Litigation)** Position: <https://www.linkedin.com/jobs/view/3117534916>

Applications will continue to be accepted and reviewed until the position is filled.

Our Website: [Newport Beach CA Estate Planning Lawyer | Gostanian Law Group, PC \(aglawpc.com\)](http://NewportBeachCAEstatePlanningLawyer.com)