

OC Paralegal - Obrien & Peterson, PLC

Location: 2415 Campus Dr, Suite 120, Irvine CA 92612

This is a desirable position for a detail-oriented self-managing individual with a proficient understanding of Estate Planning, Probate and General Law, with a minimum of 3 years experience. This is a boutique law firm in Orange County near John Wayne Airport for one attorney. Hours and wages are flexible and based on experience. Position is available now. Applicants should preferably live relatively local to the office

Responsibilities:

- Assist attorney in all firm and client civil probate matters in Orange County Court primarily
- Conduct legal research and gather relevant information for cases including LEXIS-NEXIS
- Prepare and draft legal documents, including contracts, pleadings, emails, and correspondence
- Organize and maintain case files and client documents
- Coordinate with clients, opposing counsel, and court personnel
- Schedule meetings, depositions, discovery, & court appearances including remotely for clients & court
- Some limited Assistance with trial preparation and exhibit preparation
- Perform data entry and document management, payroll entries, obtain office insurance
- Conduct document review and analysis
- Manage general office administration, review and obtain forms, tax records, real estate documents

Qualifications:

- Paralegal certification
- Strong knowledge of California law and legal procedures
 - Specifically, Estate Planning & Probate Law experience
- Proficient in legal research methods and databases
- Excellent written and verbal communication skills
- Detail-oriented with strong organizational skills
- Ability to prioritize tasks and meet deadlines
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Experience with Sage Timeslips, Essential Forms, Adobe Pro, MS Outlook, Navigate Court Websites for E-file + E-record, coordinate Zoom & Team Viewer meetings

Benefits:

- Paid Time Off
- Flexible Schedule

- Free Parking
- Paid Sick Time

Schedule:

- Full Time
- Monday – Friday
- 9 am to 4 pm
- In Person

Pay:

- \$75,000 Salary