

Seeking Experienced Paralegal for a Rapidly Growing Law Firm Serving Families, Farmers, and Small Business Owners

We are a “think outside the box”, Woman and Black-owned law firm seeking a highly-motivated, organized, and personable candidate to serve as our firm’s first in-house paralegal. Our firm prioritizes compassionate customer service and a spirit of excellence as we help our clients prepare wills and trusts, settle the estates of loved ones who have died, manage inherited land (heirs’ property), develop a firm foundation for their small businesses, and protect family-owned farms.

The ideal candidate is organized and naturally inclined to create and improve systems. Being able to work independently and establish goals for oneself are required skills. Our firm prides itself on delivering an excellent work product for our clients and maintaining a pleasant, collaborative environment amongst office staff. This position is ideal for someone who loves to help others thrive and enjoys creating solutions for day-to-day challenges.

This position offers a flexible schedule and a hybrid work environment combining remote work and office work.

Duties and Responsibilities

- Support attorneys and other team members with administrative and office needs
- Title research utilizing courthouse and online records
- Manage a caseload and direct cases start to finish
- Build out and refine systems and processes for efficient case management
- Draft transactional and litigation legal documents
 - Real Estate: Deeds, Assignments, Leases, Mortgages, Notes, Litigation Pleadings (Quiet Title, Partition)
 - Business: Operating Agreements, Articles of Incorporation/Organization, Contracts, Agreements
 - Probate: Pleadings, Inventories, Annual Returns
 - Estate and Succession Planning: Draft estate plans and business succession plans
- File pleadings in court via e-file and in person
- Record deeds and other real estate documents
- Assist clients with executing estate plans
- Conduct family tree/genealogical research (with training) and present information in a format useful for the clients and for legal matters
- Search public records databases for identifying heirs and property co-owners
- Drafting family agreements

Requirements

- Warm and welcoming personality
- Strong written and verbal communication skills
- Has a heart for the Macon/Middle, GA community and its people

- Keen attention to detail
- Notary public or willing to become one immediately upon hire
- Reliable transportation
- Tech savvy and able to learn new technology programs quickly
- Commitment to protecting client information and maintaining confidentiality
- High degree of honesty and integrity
- Proficient in using Microsoft Office Suite
- Naturally organized and able to maintain effective file management system
- Have a “can do” mindset
- Committed to the firm’s mission of promoting racial equity and increasing the capacity of Black families to build and transfer wealth

Benefits: We are building an environment that makes our staff excited to come to work, and you will be a part of that process. We offer competitive pay and opportunities to work remotely on occasion. We are a growing law firm and will offer opportunities for you to grow with us.

Compensation: Salary will be competitive and based on the level and quality of the candidate’s experience.

Interested candidates should send a cover letter, resume, and list of references to info@mcclendonlawoffice.com for immediate consideration. In your cover letter, please tell us why you would be a great fit for this firm and describe one of your “super powers.” Please do not call for information.

McClendon Law and Consulting, LLC is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. McClendon Law and Consulting, LLC makes hiring decisions based solely on qualifications, merit, and business needs at the time.