

## **PreLit Paralegal**

Does your bucket list include making the Guinness Book of World Records for SUCCESSFULLY juggling the most items? Are you constantly correcting other people's grammar in the comments section? Do you love helping people through their problems?

Final question: When faced with a challenge, do you get excited or run away?

If you love the empathizing with others, the pressure of deadlines, have a microscopic attention to detail, you may be the perfect fit as our PreLit Paralegal.

As a PreLit Paralegal you will be responsible for managing all cases in the pre-litigation phase of the case cycle, including communicating with clients, calendaring meetings, assisting with property damage, e-filing, drafting detailed demand packages, and preparing case summaries.

You'll have the opportunity to work directly with a the rest of the team to develop efficient processes and procedures that will shape our law firm for years to come—all while pushing cases toward settlement to get stellar results for our clients. Your goal will be to get the best possible settlement offer on the table before handing the case over to litigation.

**\*\*\*IMPORTANT: TO APPLY\*\*\***

**You will be evaluated and vetted based on your ability to follow instructions**

Do not apply through the contact form on our website

**To Apply:** Please call **713-965-4129** to receive step-by-step instructions

Key Responsibilities Include:

- Initiating contact with clients to establish a rapport and educating them throughout our pre-litigation processes.
- Working directly with clients on property damage, navigating medical treatment, and preparing a demand.
- Performing legal research on various topics related to personal injury litigation.
- Developing processes and procedures alongside our director of firm operations to ensure a smooth, first-rate client experience during pre-litigation.

About James Trial Law Firm

James Trial Law Firm is a fast-paced, high growth plaintiff's personal injury firm with an unwavering commitment to an exceptional client experience. We walk every day in our clients' shoes because we've already been there—either through our own injuries or that of close family or friends.

We understand that what we do is more than a job, it's a calling to help others. We are all about hard work and being grateful that our clients have chosen us to fight for them.

#### Why You Should Work Here

- You will become part of a cohesive team with attorneys that are down in the trenches working side by side with the rest of the team.
- You will be working with a team that is encouraging and supportive—happy to help and teach as you work toward growth.
- You will experience working in a culture that strives for excellence in everything we do and pushes you to grow both professionally and personally.

If you're looking for a job that's dull and easy, we're not the firm for you. We put 110% into everything we do. Greatness is achieved through hard work, discipline, and sacrifice, and we're determined to be great.

If you'd like to be part shaping the future of a growing law firm that believes in doing things differently, then we want to hear from you.

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Our requirements are pretty straightforward. To qualify you must:

- Have the ability to spot a typo or grammatical error from a mile away.
- Have a fast-paced work ethic that empowers you to meet tight deadlines.
- Be able to anticipate next steps and execute given tasks.
- Possess “Donna Paulsen-like” organizational skills with a microscopic attention to detail.
- Able to navigate MacOS (Apple computers)

Past Experience Desired (but not required):

- Bilingual (English/Spanish).
- CASEpeer client management software.
- Texas e-file.
- Drafting demand packages.