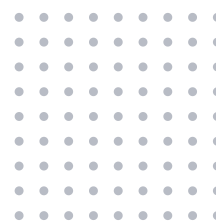




We're HIRING!

PARALEGAL



Bracy Law, P.C. is looking for a skilled and detail-oriented Paralegal to support our legal team. If you have a strong background in legal research, case management, and document preparation, we want to hear from you!

Responsibilities

- Conduct legal research and draft documents
- Assist attorneys in case preparation and trial support
- Manage case files and organize legal documents
- Communicate with clients, courts, and opposing counsel
- Prepare and file legal pleadings, motions, and discovery responses

Qualifications

- Paralegal certificate or relevant experience in a law firm
- Strong legal writing and research skills
- Excellent organizational and multitasking abilities
- High attention to detail and confidentiality
- Proficiency in Microsoft Office and legal software

Pay: \$30-\$35/hour (DOE)

Location: Remote/hybrid

Hours: Full-time/Part-time

How to Apply

Interested candidates should submit a resume and cover letter to careers@bracy.law

Applications will be reviewed on a rolling basis. Join Bracy Law, P.C. and be part of a dedicated team committed to legal excellence!