

# PARALEGAL

## About the Job

OMC is looking for a Part-Time Paralegal with exceptional organizational skills to join our team. The Paralegal will be the first contact for clients seeking assistance from OMC's Legal Services Program. We're looking for a strong team player who will be the center of communication for the department and with the ability to manage time effectively with a keen attention to detail. This position would be ideal for a candidate interested in starting a career in the legal field. The Paralegal will report to the Attorney on staff and support fellow staff in the department to provide complete and outstanding representation to clients.

## Qualifications

- Willingness to adapt to and learn new technology, software programs and upgrades.
- Excellent grammar, proofreading, transcription, and organizational skills.
- Strong communication skills, both verbal and written.
- Ability to handle stressful situations in a professional, calm, and courteous manner.
- Ability to program-solve and arrange workload in order of importance to meet deadlines.
- Working knowledge of office equipment, like printers and fax machines.
- Excellent time management skills.
- Attention to detail and ability to draft legal documents and correspondence under the supervision of an attorney.
- Ability to work independently.
- High School degree
- Paralegal Certificate
- Bachelor's degree preferred.

## Essential Duties and Responsibilities

- Legal Tasks including but not limited to conducting legal research, draft pleadings, motions, contracts, and correspondence, Draft discovery requests and responses, prepare legal forms and court filing, and summarize depositions or documents.
- Case management including but not limited to organizing case files and evidence, tracking deadlines and court dates, maintaining document databases, and preparing exhibits for hearings.
- Client interaction including but not limited to interviewing clients and witnesses, gather facts and documents, and communicate procedural information (hearing dates, documents needed, etc.)
- Trial support including but not limited to organizing trial binders, coordinating witnesses, and assisting attorney(s) during hearings or trial
- Legal Assistance duties including but not limited to answering phones, scheduling appointments, calendaring court dates, filing documents, data entry, and preparing mail.

**Salary**

This position is part-time with an hourly rate of \$20.00 to \$24.00 based on experience and proven skills.

**About OMC**

OMC was founded in 1989, is a non-profit, volunteer-based corporation and is located in Bloomfield Hills, Michigan. OMC has established a strong position as the expert in alternative dispute resolution and conflict resolution education within Oakland County, Michigan courts, legal community, and schools. We are perfectly positioned to grow into the private and business sector.

The positive atmosphere and high level of professionalism at OMC makes for a caring, respectful, and productive workplace where work-life balance is encouraged. Expectations of staff are high and management is focused on providing the necessary support to achieve success.

**It's a great time to be on board at OMC!****How to Apply**

Submit a cover letter, writing sample, and resume to:

Nicole Hudson, Attorney  
Oakland Mediation Center  
3254 University Drive, Suite 190  
Auburn Hills, MI 48326  
Email: [nhudson@mediation-omc.org](mailto:nhudson@mediation-omc.org)