

Paralegal and Administrative Staff

Our firm relies on the valuable support we receive from our non-attorney staff members, recognizing that “it takes a village” to successfully meet the needs of our clients. We offer challenging and rewarding opportunities, backed by a competitive compensation package and the ability to work in a welcoming and highly professional environment where all members of the team are valued for their contributions.

Candidates for paralegal, administrative and secretarial positions will be considered on the basis of their expertise and relevant experience, and should also be able to demonstrate resourcefulness, professionalism, efficiency, reliability, dedication and a positive, team-oriented mindset.