



# SIMMS SHOWERS LLP

A PARTNERSHIP OF PROFESSIONAL CORPORATIONS

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## Simms Showers, LLP

Leesburg, Virginia

Simms Showers, LLP is currently seeking a well-qualified applicant for a Full-Time Domestic/Family Law Paralegal opening in our Leesburg office. The ideal candidate will be detail-oriented, problem-solving, and diligent at meeting crucial deadlines.

### Full Time Domestic/Family Law Paralegal

#### Requirements:

This full-time position requires 40 hours per week to help serve the Domestic/Family Law division in our Leesburg, VA office. This individual would assist our lead Domestic attorney including taking initial client calls, scheduling consultations, scheduling trials & deadlines, reviewing discovery, filing documents with the courts, etc. Exceptional organizational skills are critical, both physically and mentally. Thorough computer skills, strong writing skills, and proficiency in MS Office are essential.

#### Required Skills:

- Organizational/Multitasker skills
- Administrative experience

#### Preferred Skills:

- Paralegal experience
- Domestic/Family Law experience

Professional demeanor, excellent communication, and customer service skills are important to deal with the many churches, non-profit ministries, businesses, and individual clients which Simms Showers, LLP serves. Benefits are included with a full-time position.