



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.