

Law Clerk/Paralegal

Job Title: Law Clerk/Paralegal

Job Type: Full-time or Part-time (If part time, flexible days/shift available; certain hours of in person in the office is required)

Location: Chicago, IL

About the Role:

We are seeking a highly motivated Law Clerk/Paralegal to join our team. As a Law Clerk/Paralegal, you will work closely with attorneys to provide legal support and assistance to clients. You will perform a variety of tasks, including legal research, document drafting, and case management.

Responsibilities:

- Conduct legal research and analysis on various legal issues
- Draft and review legal documents, including pleadings, motions, and contracts
- Organize and maintain case files and documents
- Communicate with clients, opposing counsel, and other stakeholders
- Assist with court filings and other administrative tasks
- Manage and prioritize tasks and deadlines
- Collaborate with attorneys, other law clerks/paralegals, and administrative staff

Requirements:

- Bachelor's degree or paralegal certificate from an accredited program
- Strong research, writing, and analytical skills
- Excellent communication and interpersonal skills
- Ability to manage and prioritize multiple tasks and deadlines
- Self-motivated and able to work independently as well as part of a team
- Experience with legal research tools (e.g., LexisNexis, Westlaw)
- Proficiency in Microsoft Office Suite and other legal software (e.g., Adobe Acrobat)

Benefits:

- Competitive salary and benefits package
- Opportunities for professional growth and development
- Collaborative and team-oriented work environment
- Supportive and experienced colleagues

If you are passionate about the law and helping clients achieve their goals, we encourage you to apply for this exciting opportunity. We encourage current 2Ls or 3Ls to apply; if 2Ls or 3Ls apply, they are eligible to be considered for a future associate

attorney position. Please submit your resume, cover letter, and writing sample for consideration to Soo Yeon Lee, slee@mauckbaker.com.