

## **Job Opportunity: Experienced Family Law Paralegal (Remote)**

Are you an experienced paralegal with a passion for family law? Join our Charleston, South Carolina-based law firm as a **Remote Family Law Paralegal** and become part of a supportive and dedicated team. We are a fast-growing law firm, and need someone who is excited to work in a dynamic environment and isn't afraid of change. We stress positive and professional collaboration at our firm. To ensure smooth functioning of the firm, it is imperative that applicants be self-starters with a proactive approach. Thus, those who thrive on negativity and drama, who are not self-motivated, and who require constant oversight need not apply.

### **Position Details:**

- **Location:** Remote (Preference for candidates in the tri-county area)
- **Experience Required:** Minimum of 3-5 years of South Carolina Family Law experience
- **Compensation:** Pay commensurate with experience
- **Benefits:**
  - Health insurance
  - Generous paid time off
  - Paid holidays

### **Key Qualifications:**

- Proven experience in South Carolina family law, including divorce, custody, and support matters.
- Highly self-motivated with the discipline to work effectively from home.
- Excellent organizational and time-management skills.
- Strong written and verbal communication skills.
- Reliable internet connection and a dedicated workspace.

### **Responsibilities:**

- Drafting legal documents, including pleadings, motions, and correspondence.
- Managing case files and ensuring deadlines are met.
- Conducting legal research and gathering case-related information.
- Communicating professionally with clients, attorneys, and court personnel.
- Supporting attorneys in all aspects of family law cases.
- Effectively managing your correspondence

### **Why Join Us?**

At Sarji Law Firm, we value professionalism, flexibility, and a positive work environment. This position offers the opportunity to grow your career while maintaining work-life balance in a fully remote role.

### **How to Apply:**

If you meet the qualifications and are interested in joining our team, please submit your resume and a cover letter outlining your relevant experience to [simondi@sarjilawfirm.com](mailto:simondi@sarjilawfirm.com). We look forward to hearing from you!