



PEEK GOLDSTONE, LLC
PREMIER LEGAL SERVICES

Paralegal II

Our busy law firm is looking for a Paralegal to join our growing team. The Paralegal will work directly with our attorneys to prepare for upcoming cases, get involved in fact-finding projects, and be responsible for developing and maintaining all case files in our cloud-based system. Candidate should be open-minded, punctual, proactive, willing to ask questions and learn new skills, be collaborative, and thrive in a team environment.

This is a full-time position. Working hours are Monday through Friday, 8:00 am – 5:00 pm, in Greeley or Erie, Colorado. Hybrid option available after 60 days.

Responsibilities

- Calendaring tasks, hearings, deadlines, meetings, phone calls, etc.
- Scheduling with multiple attorneys, clients, internal meetings, mediations, depositions, etc.
- Drafting documents: pleadings, sworn financial statements, certificates of compliance, letters, entries of appearance, notices of withdrawals, affidavits, subpoenas, witness and exhibit lists, Joint Position Statements, Joint Trial Management Certificates, etc.
- Document and exhibit preparations, including bates stamps
- Track, download, file, and forward to clients any Notices, Orders, and Pleadings in a timely manner
- Determine need, prioritize, and take appropriate action(s) to address client concerns when attorneys are unavailable
- Prepare Attorney Fees affidavits with properly redacted bills
- Review and follow up with clients on documentation required for sworn financial statements

Our caseload is growing, and to be successful in this position, you will need the following:

- Five or more years of working closely with multiple attorneys
- A minimum of 3 years family law experience
- Experience with Dependency and Neglect and Adoption cases a plus
- Experience with Housing, Landlord/Tenant, and Habitability matters a plus
- Commitment to consistent attendance and reliability
- Excellent communication and time management skills to handle high-volume workload with critical deadlines and competing demands
- Ability to calculate deadlines and docket them using electronic calendaring systems

**8211 W 20th STREET • SUITE B
GREELEY, COLORADO 80634
GREELEY (970) 352-8611**

**105 WELLS STREET • SUITE 200
Mailing Address: PO Box 31
Erie, CO 80516
ERIE PHONE • 720-614-5250**

**FAX (720) 204-3014
Web: www.peakgoldstone.com**



PEEK GOLDSTONE, LLC
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- Exceptional attention to detail
- Strong passion and self-discipline for continuously reaching and surpassing goals
- Ability to follow direction and procedure
- Ability to prioritize tasks and meet deadlines
- Investigative mind and strong research skills
- Ability to maintain strict confidentiality
- Ability to act ethically and professionally under pressure while demonstrating compassion and empathy
- Strong written and verbal communication skills
- Commitment to helping us meet all of our clients' needs
- Professional and courteous manner
- Excellent knowledge of Microsoft Suite, CCEF, Dropbox, WebEx, Zoom, Math4Law
- Experience in high-asset divorce cases and civil litigation
- Strong knowledge of Colorado Rules of Civil Procedure and filing in Colorado courts and local jurisdictions
- Notary Public or ability to obtain certification of Notary Public

We offer

- Health Insurance
- Dental Insurance
- Vision Insurance
- Paid Time Off
- Retirement plan
- Family oriented environment
- Relatable coworkers
- Team building events
- Realistic expectations
- Open and honest communication

Offer of employment is contingent upon the background check. Please submit a cover letter along with your resume.

Job Type: Full-time

Pay: \$25.00-35.00 per hour

For consideration, please submit cover letter and resume to: april@peekgoldstone.com.

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