

# PARALEGAL

Ransmeier & Spellman P.C. is seeking to hire one or more full time and/or part time paralegal positions in its Concord Office. The applicant should possess a Certificate from a qualified program, Associate's degree or higher in legal/paralegal studies, experience or any equivalent combination of experience and training which provides the required knowledge, skills and abilities to work in the practice areas of litigation, probate administration and/or real estate. The successful candidate must possess the ability to work independently and have great communication and writing skills. Duties may include assisting in the preparation, filing and service of pleadings; organizing and managing documents; assisting with discovery and trial preparation, guardianships, estate and trust administration, and/or real estate closings and title work. Excellent understanding of court pleadings and electronic filing processes required. A working knowledge and competency of computer skills including Office 365, Word, Excel and a willingness to learn other specific document management software programs. The firm offers competitive wages and benefits commensurate with qualifications and a collegial work environment.

Please submit your letter of interest, resume with salary requirements to:  
**[gblodgett@ranspell.com](mailto:gblodgett@ranspell.com)**.