

Paralegal/Legal Assistant

Patch & FitzGerald is seeking an experienced full-time paralegal with outstanding communication skills for our growing workers' compensation and personal injury practice. Must be highly organized with experience in managing and preparing files for Labor Department and Compensation Appeals Board hearings. The position requires experience with timekeeping, client billing, and knowledge of Legal Electronic Data Exchange Standards ("LEDES"). Second Injury Fund claims experience a plus.

The ideal candidate will have at least three to five years of experience in NH workers' compensation. Salary commensurate with experience. Benefits include generous paid time off, health insurance, flexible spending account, and 401(k) plan employer match.

Interested applicants should e-mail their resume, cover letter, and salary requirements in strict confidence to **dgauthier@patchfitz.com**.