



COOPER
CARGILL
CHANT
ATTORNEYS AT LAW

North Conway NEW HAMPSHIRE

PARALEGAL (F/T)

Cooper Cargill Chant, northern NH's largest law firm, serving clients in New Hampshire and Maine, is looking for an Estate Planning/Litigation Paralegal.

IDEAL CANDIDATES WILL OFFER:

Strong attention to detail; excellent technical and interpersonal skills; sound judgment; ability to prioritize and balance several projects and practice areas simultaneously; solid written and verbal communication skills. Responsibilities will include drafting and preparing motions, pleadings, documents, and correspondence; maintaining case files, scheduling appointments, appearances, and hearings; preparing trial notebooks and assisting in trial settings; preparation and review of discovery packages, answers to interrogatories and production requests; and maintaining effective communication with clients.

Cooper Cargill Chant offers a comprehensive benefits package, excellent salary, and an opportunity to join a terrific, supportive team. The Firm will provide training.

Candidates should submit a resume with a cover letter to

Office Manager, Bridgid Anderson, at banderson@coopercargillchant.com.

www.coopercargillchant.com