

PARALEGAL/LEGAL ASSISTANT

Well established law firm in Nashua NH has an immediate opening for an experienced Paralegal / Legal Assistant to work with our Family Law team.

This position requires a thorough knowledge of the Family Law area. The ideal candidate will be highly organized, detail oriented, and demonstrate strong project management skills, including case-specific deadline tracking. Responsibilities include: prepare child support and alimony guideline worksheets as well as proposed Uniform Child Support and Alimony Orders; prepare initial drafts of pleadings; obtain and review of financial disclosures and other discovery from clients and opposing parties; prepare financial affidavits and asset and debt spreadsheets; draft follow-up letters and pleadings to obtain missing disclosures or discovery from clients and opposing counsel; and assist in preparation for trial including organization of exhibits.

We offer competitive wages and benefits. Please e-mail your resume to Attn: Veronica Hamilton at vhamilton@lawyersnh.com.



WELTS, WHITE & FONTAINE, P.C.
ATTORNEYS AT LAW