



STEVEN KRIEGER LAW

Practical Solutions • Honest Advice • For Everyone

STEVEN A. KRIEGER
KATARINA A. NGUYEN
MELANNIE H. DINO

2200 WILSON BLVD. SUITE 102
ARLINGTON, VIRGINIA 22201
PHONE: 703.831.7707
Fax: 571.512.5814

steven@stevenkriegerlaw.com
katarina@stevenkriegerlaw.com
melannie@stevenkriegerlaw.com

Paralegal/Legal Assistant

Steven Krieger Law, PLLC is a small civil litigation law firm (about 15 people) seeking an **experienced paralegal** to assist the firm's family and civil litigation practice. On the family law side, the firm currently handles: custody, visitation, support, protective orders, and divorce cases in JDR and Circuit Court as appropriate. On the civil litigation side, the firm currently handles: business litigation, consumer protection, defamation, landlord/tenant, estate planning, and general contract and civil litigation disputes.

This is an excellent opportunity for someone who already possesses the baseline and requisite paralegal experience, but is looking for an opportunity to be more involved in the litigation and communication with the client. The ideal applicant will have the following experiences and/or attributes:

- Assisted attorneys in litigating a family and/or civil law matter from start to finish;
- Ability to work with attorneys to review, respond, and organize the appropriate discovery and assist the client in obtaining their discovery documents;
- Strong research, writing, and analytical skills;
- A commitment to providing high quality legal assistance regardless of client income;
- A comfort working collaboratively, but also self-disciplined, self-motivated, and experienced enough to work independently without significant oversight (though regular communication with supervisor is expected);
- At least 3 years of experience working with attorneys on cases in Virginia state courts; and
- Experience with e-filing and paper filing in the Virginia state courts and going to the courthouse to obtain particular documents or review the case file.

Additionally, the following attributes are preferred in an ideal candidate:

- Experience working with attorneys on matters pending before D.C. Superior Court;
- Ability to speak with clients in Spanish;
- Enjoys writing on legal subjects outside of the documents related to litigation (like blog posts).

Compensation package and work schedule are negotiable depending on the specific applicant.

To apply, please send a resume and cover letter describing your relevant experience and why you are interested in the position to: steven@stevenkriegerlaw.com. All applications will be kept confidential. The start date is flexible, but position is currently open.