



COOK BARKETT PONDER & WOLZ

Paralegal

Job Summary: Are you an enthusiastic and energetic paralegal who thrives on helping the injured seek justice and just compensation through world class legal representation? Do you have a passion for making a difference in our client's lives by providing them with an excellent client service while showing them integrity and compassion?

Cook, Barkett, Ponder and Wolz is the largest personal injury firm between Memphis and St. Louis and is still growing. CBPW is seeking a Paralegal who is self-motivated and understands the importance of organization and spectacular customer service. In this role you will be part of a dedicated team committed to ensuring precision and accuracy for each case from beginning to settlement or verdict.

If this full-time position sounds like a perfect fit for you and you would like to become part of our dynamic team, please apply following the directions located at the bottom of this description.

Duties and Responsibilities:

- Daily case management within our electronic case management system.
- Assist attorneys in all aspects of case management, including but not limited to preparing drafts of legal documents such as petitions, discovery, and subpoenas, sending correspondence and conducting research.
- Ordering police reports, medical reports, medical bills, insurance policies, etc. and reviewing them for completeness and accuracy as needed.
- Maintaining regular contact with clients providing them with timely updates and requesting necessary information for their case.
- Ensuring important deadlines are met.
- Preparation of settlements distribution and allocations as needed.
- Other Duties as assigned.

Skills and Qualifications:

- Paralegal with personal injury experience is preferred.
- Must possess strong writing and verbal communication skills with the ability to work effectively as part of a team.
- Strong organizational skills and attention to detail
- Ability to prioritize tasks based on their deadlines within a fast-paced environment.
- Highly proficient in Microsoft Suite and comfortable with technology

- Friendly and Professional phone etiquette in all situations
- Strong time management and multitasking skills

Education:

- Paralegal certification preferred or equivalent legal assistant experience.

Benefits:

- Employer paid medical and life insurance policy.
- Generous Vacation, Sick, Personal time plan
- 3% 401(k) Employer contribution during open enrollment following 1 year of employment.
- 38-hour work week based on 40 hour per week salary
- 10 paid holidays
- Christmas bonus equal to one full month's pay

About us: At Cook, Barkett, Ponder, and Wolz, our mission is to help the injured seek justice and just compensation through world class legal representation delivered with excellence, integrity, and compassion.

Please Read: To apply please send cover letter and resume to rleadbetter@cbpw-law.com, with a subject line of Paralegal Application. Do not apply through our website, hiring website, or any other method of application. Failure to follow the above directions will result in automatic rejection of your application.

We look forward to hearing from you!