

Soon, Yablon Law Expects to Hire a Litigation Legal Assistant

Do you desire to influence your career's direction? Like helping clients? Yearn for purpose, professional development, and fun in an ethical law firm? Want to mentor others and be mentored? Want top pay?

Then join our dynamic, forward-thinking law firm that puts clients first while encouraging you to become the career legal professional you desire. We seek ethical, competent, and emotionally intelligent legal staff to assist attorneys in guiding clients through stormy waters from our newly renovated offices on Allen Parkway between River Oaks and downtown Houston.

We value integrity, competency, growth mindset, curiosity, coachability, grit, winner's mindset, energy, passion, intentionality, entrepreneurial spirit, work ethic, judgment, intelligence, plain English writing, kindness, compassion, and sense of humor.

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MINIMUM REQUIREMENTS FOR LITIGATION LEGAL ASSISTANT

- Bachelor's degree or paralegal certificate and 4+ years' recent, full-time law office work or 8+ years full-time law office work
- Advanced working knowledge and proficiency or willingness to quickly become proficient in Office 365, Adobe Acrobat Pro, Westlaw, Smokeball, Texas and ECF/Pacer e-filing, CaseText/Co-Counsel and other technologies modern law firms use
- Working familiarity with Texas or federal statutes and rules
- Enjoys variety in work and happily pitches in where needed
- Strong communication skills, including excellent plain English writing
- Works well independently and on a team in a growing, fast-paced environment
- Quickly recovers and learns from mistakes—yours and ours
- Creative problem-solver who is curious, coachable, caring, dependable, energetic, client-centric, and intelligent with a sense of humor and can-do attitude
- Adaptable but can design and follow processes and procedures
- Solid independent judgment and emotional intelligence

LEGAL ASSISTANT RESPONSIBILITIES

- Substantively, procedurally, and efficiently assist with litigation and non-litigation cases from intake to archival well in advance of deadlines each step of the way with great detail and big picture comprehension
- Build exhibit lists with exhibits

- File court documents
- Edit/review paralegal and attorney work, including analysis, content, cites, grammar, appearance, and formatting
- Manage/solve wide range of administrative and technology issues
- Research law, apply it to facts, and tell a compelling story
- Very accurately input data into databases

SENIOR PARALEGAL COMPENSATION AND BENEFITS

- Above market salary
- PTO (holidays, your birthdate, vacation, personal time)
- Professional development
- Free secured, covered garage parking
- Occasional lunches, happy hours, or other fun activities outside the office
- Collegial and collaborative work environment
- Enjoy beautifully renovated offices next to Buffalo Bayou walk, bike & kayak trails
- Beginning 1st of the month following your 90th day on our team:
 - Substantive monthly bonus tied to your extra billable/collectible hours
 - Quarterly team performance perks and bonuses
 - \$400 monthly toward your medical, disability, life, dental, and vision insurance
 - \$1 to \$1 IRA match up to \$300 monthly (100% immediate vesting)

ABOUT YABLON LAW

Mark P. Yablon founded Yablon Law PLLC to be a client-centric, purpose-driven law firm sans internal drama. For a law firm, we are laid back when quality work is timely produced, and we have a no yelling and no jerk policy. We enjoy winning within professional ethics. We care about, respect, and solicit input from clients and teammates. We are entrepreneurial, which includes handsomely rewarding hardworking teammates who are a cultural fit.

Our five-year plan is to develop a top-notch team of 10+ attorneys supported by paralegals, law clerks, a marketing officer, and an operations officer who make a difference in the lives of each other and our clients who are raving fans.

Yablon Law's statewide practice focuses on the following areas:

Commercial/Civil Litigation and Transactions
 Real Estate | Construction | Landlord-Tenant
 Bankruptcy (Adversary, 7, 11 & 13)
 Probate | Wills | Trusts
 Business Law
 Family Law

HOW TO APPLY TO YABLON LAW

Submit a resume with application, which is accepted only through this site. No agencies. We promise **not** to contact your employer without your advance written consent.

Screening questions:

Can you answer “yes” to the following?

1. Bachelor’s degree or paralegal certificate and 4+ years’ recent, full-time law office work or 8+ years full-time law office work
2. Do you have advanced working knowledge and proficiency or willingness to quickly become proficient in Office 365, Adobe Acrobat Pro, Westlaw, Clio, Texas and ECF/Pacer e-filing, CaseText/Co-Counsel, and other technologies forward thinking law firms use?

If you answered “yes” to the first two questions and meet our other qualifications, please contact us only through recruiting@yablonlaw.com by sending a cover letter, current resume, and a recent writing sample of a petition/complaint, motion, or brief that you substantially drafted and filed in a Texas state or federal court. Feel free to include one or two letters of recommendation from current or prior employers.

We promise **not** to contact your current employer until you give us written permission.

Sincerely,

Mark P. Yablon
Managing Member