Remote Family Law Paralegal (Full-Time)

Join a Growing Family Law Firm | New Jersey Experience Required | Primarily Remote

About the Opportunity

Williams Law Group is expanding, and we're looking for an experienced Family Law Paralegal to join our growing team.

This is an exciting opportunity for a highly organized, detail-oriented professional who enjoys meaningful work, thrives in a collaborative environment, and wants to play an important role in helping clients navigate significant life transitions.

Our firm focuses exclusively on family law and handles a wide range of matters, including divorce, custody, child support, alimony, domestic violence, post-judgment applications, non-dissolution matters, and child abuse and neglect cases. Every day, our team makes a meaningful difference in the lives of individuals and families facing difficult circumstances.

As we continue to grow, we are seeking a paralegal with strong New Jersey Family Court experience who can confidently support attorneys, manage complex case files, and contribute to delivering exceptional client service.

Why Join Williams Law Group?

- Be part of a growing and respected family law practice.
- Work primarily from home with limited in-office requirements.
- Join a supportive, team-oriented culture that values collaboration and mutual respect.
- Make a meaningful impact by helping families through challenging legal matters.
- Enjoy competitive compensation, comprehensive benefits, and opportunities for professional growth.

Key Responsibilities

- Manage client communications, scheduling, and case management.
- Prepare, organize, and maintain litigation documents and evidentiary materials.
- Draft Case Information Statements and assist with discovery.
- Prepare motions, certifications, and other legal documents in collaboration with attorneys.
- Conduct legal research and retrieve relevant court documents.
- Assist in preparing materials for depositions, hearings, mediations, and trials.
- Monitor deadlines and support attorneys throughout the litigation process.

Qualifications

- Minimum of 3-5 years of family law paralegal experience.
- Direct experience with New Jersey Family Court procedures, filings, and litigation practices required.
- Strong knowledge of divorce, custody, support, domestic violence, and post-judgment matters.
- Bachelor's degree or equivalent experience required; Paralegal Certificate preferred.
- Exceptional organizational and time-management skills.
- Strong written and verbal communication abilities.
- Ability to effectively manage multiple priorities in a fast-paced environment.
- Demonstrated ability to work independently while remaining an active and engaged team member.
- Proven ability to meet annual billable-hour expectations.

About Williams Law Group

At Williams Law Group, we are exceptional advocates who conduct ourselves with honesty, integrity, and professionalism. We are committed to achieving the best possible outcomes for our clients while treating clients, opposing counsel, court personnel, and one another with dignity and respect.

We believe the best results are achieved through collaboration, accountability, and a shared commitment to excellence. As our firm continues to grow, we are looking for professionals who share these values and are excited to grow with us.

Compensation & Benefits

Our comprehensive benefits package includes:

- Medical, Dental, and Vision Insurance
- Flexible Spending Account (FSA)
- 401(k) with Employer Match
- Life Insurance
- Paid Time Off (PTO)
- Paid Sick Time
- Additional Voluntary Benefits
- Work-From-Home Flexibility

Work Arrangement

Primarily Remote, with occasional in-person meetings or firm events (approximately 1-2 times per year).

All inquiries and applications will be kept strictly confidential.

Job Type: Full-Time

Experience Required:

- Family Law: 3+ years
- **Paralegal: 5+ years**

Work Location: Remote (New Jersey Family Court experience required)

Bree – here is the indeed.com link- https://www.indeed.com/job/experienced-family-law-paralegal-e675ab1a10eb0f33