

## Job Description

**Position:** Paralegal

**Location:** 19 W. College Ave, Suite 100, Yardley, PA 19067

**Job Type:** Full-time, in-office, benefit eligible

### About Fields Howell LLP:

Established in 2004, Fields Howell LLP is a premier boutique law firm specializing in insurance coverage and defense, with offices in Atlanta, Miami, the greater Philadelphia area, and Nashville. The firm has earned a Band 1 ranking from Chambers USA in Georgia and is known for client-focused service and deep industry expertise. Our attorneys handle matters across all 50 states and Latin America. With a commitment to exceptional service, we cultivate long-term, collaborative client relationships that extend beyond individual matters.

### About the Position:

Fields Howell LLP is seeking a motivated, detail-oriented Paralegal to support attorneys in both substantive legal work and high-level administrative functions. This blended role offers the opportunity to contribute directly to case strategy and client service, while also ensuring smooth day-to-day operations.

This position is designed for a professional capable of billing time for substantive legal work (anticipated 500–800 billable hours annually), while also providing strong legal administrative support. Our Yardley office is continuing to grow, and this role offers a unique opportunity to contribute meaningfully to a high-performing legal team.

### Key Responsibilities:

#### Billable Tasks

- Draft pleadings, discovery requests and responses, reports, and correspondence
- Perform legal research and summarize findings
- Assist with case strategy preparation and file analysis
- Prepare exhibits, chronologies, and document summaries
- Support attorneys with trial preparation and hearing materials
- E-file pleadings in state and federal courts
- Review and organize documents for litigation matters

#### Administrative Support

- Manage attorney calendars and docket deadlines
- Communicate with courts regarding filings and scheduling
- Set up and maintain electronic case files in accordance with firm and client guidelines

- Reconcile attorney expenses and coordinate with accounting for proper billing
- Assist with client reporting requirements
- Occasionally coordinate travel and logistics for attorneys

## Qualifications:

- Bachelor's degree or Associate degree required
- Paralegal certificate strongly preferred
- 3+ years of experience in a law firm or litigation environment
- Experience in insurance coverage or defense litigation preferred
- Ability to handle substantive legal work independently
- Strong understanding of court procedures and e-filing systems
- Excellent writing, proofreading, and organizational skills
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Strong attention to detail and ability to manage multiple deadlines

## What Makes This Role Different:

- Opportunity to generate billable time and directly impact firm revenue
- Higher-level responsibilities than traditional legal assistant roles
- Exposure to complex, multi-jurisdictional litigation matters

## Benefits:

- 401(k) with safe harbor contribution
- Health, Dental, Vision & Life insurance
- Professional development assistance
- Paid Parental Leave
- Generous paid time off + paid holidays