



## Entry-Level Paralegal

Del Rio Law Firm, PLLC  
Monroeville, PA

Apply

### Description:

At The Del Rio Law Firm, you will have the opportunity to reimagine your career by working in the field of Intellectual Property. It is important to us that you are able to maintain a healthy work-life balance. Our friendly environment provides our people with excellent experiences that enable them to develop their skills and the opportunity to work with the best talent in our legal industry.

**We are seeking** an energetic, organized and conscientious Entry-Level Legal Assistant / Paralegal at our Monroeville office located in Gateway Center. The ideal candidate will epitomize a positive attitude, with a client first approach.

### Duties:

- Preparation of documents for filing with the United States Patent and Trademark Office.
- Provide concise and timely status reporting as required.
- Work with other managers to achieve efficiencies across the integration of multiple cases and operational processes.
- Correspondence, time entry, and other Legal Assistant related duties.

### Requirements:

- High school diploma, with some college coursework.
- Law firm experience not required.
- Detail-oriented with good organization skills.
- Proficient in Microsoft Office and typing.

### Benefits:

- Medical benefits
- 401(k) profit sharing