

# Paralegal job description

Updated October 17, 2026. Written and reviewed by the HRTally Research Team. Replace everything in [brackets].

## Details

- Department: [Department]
- Reports to: [Manager title]
- Location: [City, State, or remote]
- Employment type: [Full-time, part-time, or seasonal]
- FLSA status: Nonexempt
- Pay range: [\$X to \$Y per hour]

## About [Company]

[Two or three sentences about what your company does, who it serves, and why people like working here.]

## Job summary

We're hiring a paralegal to support our [practice area or legal team] with research, drafting, case management, and filings.

## What you'll do

- Draft and proofread pleadings, contracts, correspondence, and other legal documents.
- Conduct legal and factual research under attorney supervision.
- Manage case files, deadlines, and docket calendars.
- Organize discovery, exhibits, and trial materials.
- Prepare and file court documents and regulatory filings.
- Communicate with clients, courts, and opposing counsel's staff as directed.
- Maintain contract records and track key dates.
- Protect confidential and privileged information.

## What you'll need

- Paralegal certificate or associate or bachelor's degree.
- [Two] or more years of paralegal experience in [practice area].
- Strong writing and research skills.
- Experience with [document management and e-filing systems].

## **Nice to have**

- Certified Paralegal (NALA) or similar credential.
- E-discovery software experience.
- Bilingual skills.

## **Skills**

Legal research, Drafting, Deadline management, Organization, Confidentiality, Attention to detail.

## **Physical demands and work environment**

Law office or in-house legal department, with extended hours during trials or deal closings.

## **Pay and benefits**

[\$X to \$Y per hour], based on experience and location. [List benefits, such as health insurance, retirement plan match, paid time off, and training.]

## **Equal opportunity**

[Company] is an equal opportunity employer. We consider all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other status protected by law. If you need a reasonable accommodation to apply or interview, contact [name] at [email or phone].

## Hiring notes for HR and the hiring manager

### Pay data

- Median hourly wage: \$30.24 (BLS OEWS, May 2025, SOC 23-2011, Paralegals and legal assistants).
- Median annual equivalent: \$62,900 (hourly median x 2,080 hours).
- Mean annual wage: \$69,700.
- Check state and metro data at [bls.gov/oes](https://bls.gov/oes) before setting your range, and include the range in postings where the law requires it.

### Exempt status and legal notes

FLSA status: Nonexempt (overtime eligible). Duties and pay decide overtime eligibility, not the job title.

The DOL's Fact Sheet 17D says paralegals and legal assistants generally don't qualify for the learned professional exemption, because an advanced specialized degree isn't a standard requirement for the job. Pay them overtime unless their duties clearly meet another exemption. Paralegals can't give legal advice or represent clients, and California requires paralegals to meet education requirements and complete continuing education.

### How to customize it

- Name the practice area or legal function.
- Say how many attorneys the paralegal supports.
- List the systems you use for documents and e-filing.
- Clarify overtime pay during busy periods.

### Interview questions

1. Walk me through how you track court deadlines.
2. Tell me about a document you drafted that an attorney used with few changes.
3. How do you organize a large document production?
4. What would you do if you noticed a missed deadline on a file?

### Before you post

- Separate required from preferred. Required means you won't hire without it. Everything else is preferred. Long required lists screen out qualified people.
- Describe physical demands and environment. Lifting, standing, shifts, travel, noise, temperature. This sets honest expectations and supports an ADA essential functions record.

- State the pay range. Required in a growing list of states and cities, and expected by candidates everywhere else.
- Say exempt or nonexempt. Decide based on duties and salary before you post, and keep the classification consistent with how you pay.
- Name required licenses and checks. Licenses, certifications, background checks, drug tests, and driving record reviews, with the timing of each.
- Add the accommodation and EEO statement. Tell candidates how to request a reasonable accommodation, and include your equal opportunity statement.

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