



## Recruiting Paralegal

SLG, an award-winning business litigation boutique, is recruiting paralegals to join its team. An inspirational presence in the legal industry since 2017, SLG takes a client-centric approach to dispute resolution, resulting in multiple Fortune 100 companies repeatedly retaining SLG to resolve contractual, financial services, product liability, labor, employment, and personal injury claims through litigation, arbitration, investigations, and trial.

The winning candidates will join a firm devoted to coaching its employees to reach their professional goals. Under the supervision of an attorney, paralegals will work on cases through the entire life of the case, including developing strategy, fact-finding, preparing legal documents, assisting attorneys in taking and defending depositions, attending hearings, mediation, and trial. Paralegals should also have a working knowledge of Federal and Texas Rules of Civil Procedure, CM/ECF, and Texas E-Filing.

## Know Your Role

- Work with and assist attorneys on a heavy caseload of litigation defense and investigative matters.
- Assist attorneys with discovery, trial preparation, and preparing trial binders.
- Draft pleadings, motions, and other legal documents and correspondence.
- Communicate with clients, opposing parties, court personnel, and vendors.
- Contact witnesses and interact with courts.
- Obtain records, maintain exhibits and witness lists, and prepare chronologies and summaries.
- Schedule meetings and hearings, including court reports and videographers for depositions.
- Record billable time and expenses contemporaneously and meet minimum billing requirements.



## WHY SLG?

**Teamwork. Work Ethic. Practice. Showtime. Repeat.** As a former collegiate athlete and coach, I learned these intangible skills, which set me apart as an advocate, arbitrator, and investigator. Now, these traits are assets to my client's ability to effectively resolve disputes.

**Founding Partner Amy M. Stewart**

### **Be A Star In Your Role**

- Ethical, future-focused, positive mindset, team player with a learner mentality
- Entrepreneurial spirit, ready to learn, eager to take on new responsibilities
- 3+ years of civil litigation experience
- Work independently while handling multiple files
- Exceptional time management, writing, and verbal communication skills

### **What SLG Offers You**

- Positive, empowering, and collaborative work environment
- Competitive salary and discretionary bonuses based on years of experience
- Hybrid work flexibility
- Health, dental, and vision insurance
- HSA with employer contribution
- STD, AD&D, and life insurance
- EAP and mental health advocacy services
- 401k with employer contribution
- Paid time off plus ten paid holidays
- Payment of state and local bar dues and the attorney occupation tax
- Discretionary investment in Employee Empowerment Program (up to \$2,500 a year)

### **Get in the Game**

Send your resume to Clint at [cquillan@stewartlawgrp.com](mailto:cquillan@stewartlawgrp.com). No recruiters, please.

### **About Stewart Law Group**

Founded in 2017, Stewart Law Group is the largest minority and woman-owned business litigation firm in the Dallas-Fort Worth area that handles commercial, product liability, insurance, employment, and labor disputes. Nationally recognized for its excellence in legal services, SLG represents Fortune 100 companies across the country in court and arbitrations. Based on the firm's Founding Partner's background as a former collegiate student-athlete and coach, SLG believes in the team concept and invests time and resources in coaching the next generation of legal professionals.

