

Paralegal, Costa Mesa, CA

Bay View Law Group is a nationwide firm that specializes in debt settlement and bankruptcy. We are seeking to hire a full-time Paralegal.

The ideal candidate should have the following requirements:

- Understands the legal process.
- Prepares legal documents and answers to summons and complaints.
- Ability to guide customers through the court process, maintains records of clients, update database and keep track of client's progress.
- Must be very organized and able to multi-task.
- Excellent verbal and written communication skills.
- Able to work in a fast pace environment and under deadlines.
- Proficient with MS Office
- At least 1 year of related experience.
- Bilingual (Spanish/English) is a plus.
- Must have paralegal certification.

Applicants should submit a copy of resume and cover letter to dvaleriano@mrofa.com

Compensation: DOE