



Family Law Paralegal (Recent grads welcome!)

LKN Family Law is seeking a Family Law Paralegal to join our growing team in Cornelius, North Carolina. We are looking for a detail-oriented, organized professional who can support our attorneys through every stage of a case, from intake through resolution.

This is a great fit for a paralegal who takes pride in their work, communicates well with clients during difficult moments, and wants to be a true partner to the attorneys they support — not just an administrative function. This role will support a team of 3 family law attorneys.

Responsibilities

- Manage case files from intake through resolution, under attorney supervision
- Draft pleadings, motions, discovery requests, and other family law documents
- Prepare exhibits, trial notebooks, and materials for hearings, mediations, and trials
- Coordinate scheduling for hearings, depositions, mediations, and client meetings
- Communicate directly and professionally with clients, opposing counsel, courts, and outside experts
- Conduct legal research as needed
- Manage e-filing and track court deadlines accurately
- Maintain organized electronic case files
- Support attorneys in hearing and trial preparation

Compensation & Benefits

We offer a competitive compensation package, commensurate with experience, including:

- Competitive salary based on experience
- Two weeks of PTO, increasing to three weeks after your first year with us
- 12 paid holidays annually, aligned with the NC court holiday schedule
- 100% employer-paid medical, dental, vision, and life insurance
- Paid parental leave
- Retirement plan with company match
- Casual work attire

Ideal Candidate

- Graduate of NC Paralegal program with preference given to family law specific coursework
- NC Certified Paralegal (NCCP) or equivalent certification preferred
- Knowledge of North Carolina family law procedures, court rules, and e-filing systems
- Proficient with case management software and standard legal research tools
- Excellent organizational skills and strong attention to detail
- Excellent written and oral communication skills
- Able to manage multiple deadlines and a busy caseload under pressure
- Comfortable working directly with clients navigating emotionally difficult circumstances, with professionalism and compassion
- Able to work independently while contributing to a collaborative team environment
- Comfortable working in a paperless, technology-driven practice
- NC Notary public preferred

Our Culture

Culture fit matters to us. We're looking for a hard-working team player who values professionalism, collaboration, and delivering exceptional client service.

About Us

LKN Family Law is a small, boutique law firm specializing in family law matters. When a marriage comes to an end, it can signify a new beginning and a brighter future — but it takes the right team to protect our clients' interests and advance their goals. The choice of legal counsel — and the team behind them — can shape the outcome of a case, and our goal is to make that impact a positive one.

To Apply

Please send your resume and a brief cover letter to jobs@lknfamilylaw.com. All inquiries and applications are kept strictly confidential. We aim to respond to all applicants within two weeks.

LKN Family Law is an equal opportunity employer.