



Paralegal Job Posting

Location: Skowhegan, Maine (serving Somerset County and surrounding areas)

Job Type: Full-Time or Part-Time

Compensation: Competitive, based on experience

About Us

We are a growing legal practice seeking a motivated and detail-oriented Paralegal to support attorneys in the areas of estate planning, probate, real estate, civil matters, and general legal services.

Responsibilities

Draft legal documents; conduct legal research; organize client files; assist with probate, estate planning, and real estate matters; communicate with clients and courts; manage calendars and deadlines.

Qualifications

Associate degree, Paralegal Certificate, or equivalent legal experience. Strong communication, organizational, and Microsoft Office skills.

Preferred Qualifications

Law office experience; knowledge of Maine court procedures; probate, estate planning, real estate, or civil litigation experience.

Benefits

Flexible scheduling paid time off for full-time employees, professional development opportunities, and advancement potential.

How to Apply

Submit a resume and at least two non family references to: llandry@melalegal.com