



Paralegal

The Spence Law Firm, LLC, a leading plaintiff's law firm, is looking to add to our core team at our Jackson Hole, Casper, Wyoming, and/or Albuquerque, New Mexico office. We represent injured victims and their families throughout Wyoming, New Mexico, and across the country. We are looking to add a Paralegal to work in all aspects of litigation. If you are interested in joining a team that fights for people, we would like to talk to you.

The job requires you to work directly with clients and multiple teams within our firm. You must be able to read, write, think critically, and manage multiple projects and large files simultaneously. Curiosity, a sharp mind, and a strong drive to help people are important, as is patience, empathy, and the ability to be calm under pressure. Being tech-savvy, fast on your feet, organized, and attentive to detail are important. Must be willing to do what it takes as both a team-player and self-starter, unafraid to take the lead and work solo when needed.

Salary commensurate with experience and qualifications. Strong benefits package, flexible work environment, and great experience available. Only applicants meeting the criteria outlined above will be contacted as part of the shortlisting process. For immediate consideration, please e-mail your resume and cover letter to apply@spencelawyers.com.