

Paralegal Assistant | Gunn Menefee LLC

DATE: January 2026

JOB TITLE: Paralegal Assistant

LOCATION: Louisville, KY

REPORTS TO: Senior Paralegal

JOB STATUS:

<input type="checkbox"/> Exempt (not eligible for overtime)	<input type="checkbox"/> Non-Exempt (eligible for overtime)
<input checked="" type="checkbox"/> Full Time (30 or more hours/week)	<input type="checkbox"/> Part Time (Less than 30 hours/week)
<input type="checkbox"/> Hourly	<input type="checkbox"/> Salaried

PHYSICAL JOB REQUIREMENTS:

f = frequent, o = occasional, n = never

Lifting (25-50 lbs)	<input type="checkbox"/> F	<input type="checkbox"/> O	<input checked="" type="checkbox"/> N	Lifting (11-24 lbs)	<input type="checkbox"/> F	<input checked="" type="checkbox"/> O	<input type="checkbox"/> N
Walking	<input type="checkbox"/> F	<input checked="" type="checkbox"/> O	<input type="checkbox"/> N	Bending/Stooping	<input type="checkbox"/> F	<input checked="" type="checkbox"/> O	<input type="checkbox"/> N
Climbing	<input type="checkbox"/> F	<input type="checkbox"/> O	<input checked="" type="checkbox"/> N	Standing	<input checked="" type="checkbox"/> F	<input type="checkbox"/> O	<input type="checkbox"/> N
Sitting	<input checked="" type="checkbox"/> F	<input type="checkbox"/> O	<input type="checkbox"/> N				

SCHEDULE:

Days Evenings Weekends Occasional Weekends/Evenings

INTERACTS WITH:

Staff Clients Prospects Community

ABOUT US

Gunn Menefee is a dynamic and client-focused law firm focusing on immigration law. Our team is dedicated to providing exceptional legal services with a personalized touch. We are seeking an experienced Paralegal Assistant to help ensure the smooth operation of our firm and support our legal professionals in delivering outstanding client service.

JOB DESCRIPTION

Summary/Objective

The Paralegal Assistant will play a critical role assisting paralegals and attorneys with the administrative side of case preparation. This position requires an organized, detail-oriented individual with excellent communication skills, organizational skills, and work ethic. The Paralegal Assistant will ensure the team all are moving together in alignment with the mission to give our clients rapid, concise, and customized service.

Essential Functions

- Manage and streamline daily office operations, including coordinating office logistics, and ensuring a professional and efficient work environment.
- Manage emails, phone calls, calendars, and correspondence for attorneys as needed.
- Act as a point of contact for clients, ensuring their inquiries are addressed promptly and professionally.
- Assist attorneys with client intake, scheduling appointments, and maintaining client files and records.
- Maintain confidentiality of sensitive information and ensure data protection measures are followed.
- Will organize and copy case filings and ensure delivery to appropriate service center or client.

****Nothing in this job description restricts Gunn Menefee's right to assign or reassign duties and responsibilities to this job at any time.*

- Will receive mail, organize it, update client database accordingly, and forward to attorney and/or client, as needed.
- Will draft basic immigration forms and letters to assist with case preparation.

Essential Competencies

- Accurate and thorough communication skills in both verbal and written formats.
- Ability to prioritize and organize duties for multiple people at the same time.
- Strong knowledge and experience with Microsoft Office, Word, Excel and SharePoint
- Self-motivated.
- High attention to detail
- Excellent organizational skills.
- An all-in team member approach.
- Knowledge of immigration terminology and procedures is a plus

Required Education and Experience

- Minimum of 2-3 years of experience in an administrative role, preferably in a legal environment.
- Bachelor's Degree preferred