



THE VALLEY LAW GROUP

CRIMINAL DEFENSE, FAMILY, PERSONAL INJURY ATTORNEYS

Family Law Legal Paralegal

Location: Phoenix or Gilbert, AZ – Hybrid Schedule Available

Compensation: \$50,000–\$80,000 base salary plus quarterly performance bonuses

Benefits: Medical, dental & vision insurance • 401(k) with matching • Hybrid work flexibility • Mentorship opportunities

Qualifications

- 2+ years of Arizona family law experience
 - Experience with client advocacy, negotiating, and settling cases.
 - Strong legal research and drafting including motions, petitions, and statements.
 - Exceptional client communication, empathy, and interpersonal skills.
 - Demonstrated experience with fast-paced billable hour environment
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About Us?

The Valley Law Group is expanding! Our team of experienced attorneys are passionate about guiding clients through life's most challenging transitions with skill, compassion, and integrity. From high-asset divorces and complex custody disputes to child support, spousal maintenance, and protective orders, we provide strategic advocacy tailored to each client's unique needs. At The Valley Law Group, we combine deep legal knowledge with a client-centered approach, ensuring that every client feels supported, informed, and empowered throughout the process. With offices in Phoenix and Gilbert, we are committed to delivering exceptional results and shaping positive futures for Arizona families.

Why Join Us?

We're seeking a seasoned Family Law Paralegal for a firm that stands out. At The Valley Law Group, you'll experience:

- **High-impact work with heart:** Represent clients in life-changing matters, from complex divorces to high-stakes custody disputes and asset divisions.
 - **Supportive, collaborative environment:** Thrive in a culture that values mentorship, teamwork, and respect.
 - **Leadership Opportunities:** Whether stepping into a mentoring role or contributing to firm strategy, you'll have meaningful influence.
 - **Career Growth:** As one of Arizona's largest family law firms, we offer unparalleled opportunities for career growth and advancement.
 - **Balanced flexibility:** A hybrid schedule means you can navigate your workload while prioritizing well-being and productivity.
 - **Competitive total rewards:** Attractive salary, bonus structure, benefits, and professional expense support.
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What You'll Do

- Prepare and organize case files, pleadings, and legal documents for family law matters, including divorce, custody, and support cases.
 - Coordinate with clients to gather information, maintain communication, and ensure all required documentation is complete and timely.
 - Assist attorneys with discovery, drafting motions, and trial preparation, including exhibits and witness coordination.
 - Manage court filings, deadlines, and scheduling for hearings, mediations, and other case-related proceedings.
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Apply Now

Visit <https://thevalleylawgroup.com/about-us/careers/#application> to apply.
