

BOLTON LAW, PLLC

Kjboltonlaw.com

Paralegal

Locations: Coeur d'Alene, ID | Spokane, WA | Sandpoint, ID

Type: Full-Time

Compensation: \$24–\$30/hr, DOE

Work Setting: Primarily In-Person/Hybrid

Office: Coeur d'Alene, Spokane, Sandpoint

ABOUT US

Bolton Law, PLLC is a growing law firm with offices in Coeur d'Alene, Spokane, and Sandpoint. As our caseload continues to expand across all three markets, we are seeking a reliable and proactive Paralegal to join our team. This is an excellent opportunity to work in a supportive, collaborative environment where you can make a direct impact on client outcomes and build a meaningful legal career. We are committed to the professional development of every member of our team.

POSITION OVERVIEW

We are looking for a self-starting Paralegal with at least two years of experience — or equivalent — to work closely with our attorneys. New or recent paralegal program graduates who have demonstrated superior academic performance will also be considered. The Paralegal will assist with case filings, prepare pleadings, support trial exhibit preparation, and communicate with clients and court personnel. This role is central to helping us deliver outstanding results for our clients.

This position is primarily in-person. Our primary office is located in the Riverstone area of Coeur d'Alene, with additional offices in Spokane and Sandpoint. Hybrid arrangements may be considered for candidates based in any of our three markets, depending on experience and role fit.

KEY RESPONSIBILITIES

- Manage case filings and prepare legal pleadings and documents in compliance with court rules and regulations.
- Assist attorneys in trial preparation, including preparing exhibits and organizing case materials.
- Communicate with clients, court personnel, and other stakeholders to ensure smooth case progression and timely updates.

- Maintain accurate and organized case files and records.
- Coordinate and track case deadlines to ensure timely submissions and filings.
- Provide general legal support to attorneys across various stages of litigation.

QUALIFICATIONS

- At least two years of paralegal experience or equivalent, preferably in civil and/or criminal litigation. New paralegals with excellent academic records and a strong interest in these areas will be considered.
- Associate Degree in Paralegal Studies or equivalent experience; Bachelor's degree preferred.
- Knowledge of court filing procedures and e-filing systems.
- Strong organizational skills with the ability to manage multiple tasks and deadlines simultaneously.
- Professional and effective written and verbal communication skills.
- Strong research and writing skills.
- Proficiency with Microsoft Office Suite and legal case management software.
- Ability to handle confidential information with integrity and discretion.
- Self-motivated with a strong work ethic and exceptional attention to detail.
- Paralegal certification (e.g., NALA, NFPA) is a plus.

WHY BOLTON LAW

- Competitive hourly compensation commensurate with experience.
- Collaborative, team-oriented work environment within a growing firm.
- Meaningful opportunities for career advancement and professional development.
- Offices in Coeur d'Alene, Spokane, and Sandpoint, with hybrid flexibility available.
- The chance to contribute to outcomes that genuinely matter for our clients.

HOW TO APPLY

If you are a motivated, detail-oriented professional ready to join a dynamic and growing legal team, we encourage you to apply. Please submit your resume, cover letter, and any relevant certifications via email or mail.

Email: Maddy@kjboltonlaw.com

Mail: 2317 N. Merritt Creek Loop, Coeur d'Alene, ID 83814

Bolton Law, PLLC is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or any other protected status under applicable law.