

Careers

Paralegals

Vorys has a strong and well-established paralegal program. We give our paralegals challenging work that allows them to use their full set of skills and allows the firm to provide excellent legal representation for our clients.

At Vorys, paralegals, estate accountants and practice group assistants are assigned to specific practice areas and work primarily on matters in their area. We view paralegals as professionals who are an integral part of the team that provides legal services for our clients. They routinely work directly with attorneys and clients and are entrusted with significant responsibilities, like managing large projects, contributing to strategic decisions and providing insightful content and context.

We hire individuals who have a four-year bachelor's degree or who have completed a paralegal program approved by the American Bar Association. We then supplement their existing skills through continued training. The firm pays for continuing legal education that is relevant to each paralegal's practice area and encourages active participation in paralegal professional organizations and local and state bar associations.

Workplace Flexibility

We appreciate the challenges of balancing professional demands, along with personal and family commitments. We allow flexibility in terms of where our staff can perform their work, i.e. onsite, remote or hybrid/combination of both. We also offer our paralegals generous paid leave benefits, and have policies that allow flexibility to attend appointments.

Our Benefits

The firm offers a comprehensive benefits package to its eligible employees and their qualifying dependents and contributes significantly to the cost of benefits. The firm's benefit package includes:

- Medical Insurance (multiple options)
- Dental Insurance
- Vision Insurance
- Health Care Flexible Spending Account
- Dependent Care Flexible Spending Account
- Life Insurance for the employee, spouse, and children
- Accidental Death & Dismemberment Insurance
- Long-Term Care Insurance for the employee and adult family members
- Short-Term Disability Salary Continuation

- Long-Term Disability Insurance
- 401(k) Retirement & Profit Sharing Plan

Several work/life benefits are also offered to assist employees in finding balance in their professional and personal lives. These benefits include, but aren't limited to:

- Employee Assistance Program
- Vacation
- Sick Leave
- Personal Days
- Holidays (national and designated)
- Maternity Leave

Professional Development

Vorys believes in an environment of continuous learning and development. Through our in-house IT Education department, we offer many learning opportunities which range from instructor-led, small group courses on the use of specific types of computer software to one on one sessions for specific technology concerns and training. Paralegals can also participate in Vorys University focusing on key firm values and foundations, leadership potential and influence.

Contact

If you are interested in the paralegal program contact:

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Vorys, Sater, Seymour and Pease LLP is an Equal Opportunity Employer (EOE).

Current Openings

Our firm proudly employs professional staff in a range of departments relating to the support of the firm's operations and legal teams. For all of these career paths, we seek qualified individuals interested in working as part of a team whose goal is to provide excellent service. To those individuals, we offer a collaborative, collegial, supportive and professional culture that encourages creativity and innovation, embraces diversity, allows individuals to grow in their careers and develop new skills.

