Intern Positions - Legal Assistant/Paralegal (Ongoing Recruitment)

About Hodges Law, PLC

Hodges Law, PLC is a boutique law firm dedicated to providing personalized, high-quality legal services in estate planning, real estate, and business law. Our commitment to excellence, professionalism, and client satisfaction sets us apart. We take pride in building strong client relationships and delivering thoughtful, attentive legal services.

We welcome motivated paralegal and undergraduate students and aspiring legal professionals who are interested in gaining practical experience in a professional, client-focused legal environment. We always welcome applications from individuals interested in joining our team.

Position Summary

Hodges Law, PLC welcomes applications for Legal Assistant, Paralegal and Intern positions on an ongoing basis. Intern opportunities are typically part-time and may be paid or unpaid, depending upon the position and applicable requirements.

You will support our attorneys and contribute to the day-to-day operations of the firm. You will have the opportunity to develop practical skills in legal administration, document preparation and drafting, and client service while gaining exposure in all of our practice areas.

We are looking for individuals who demonstrate initiative, attention to detail, strong organizational skills, discretion, and a commitment to professionalism. Whether you are exploring a future legal career or seeking to build relevant experience, we encourage you to apply.

Position Details

- Availability: Applications accepted on an ongoing basis.
- Schedule: TBD, scheduling based upon firm needs and candidate's availability.
- Compensation: Paid and unpaid opportunities may be available.
- Work Environment: A close-knit boutique law firm offering exposure to a variety of legal and administrative matters.
- Practice Areas: estate planning, estate and trust administration, guardianship and conservatorship, real estate, and business law.

How to Apply

Please include your resume and any relevant information about your education, experience, availability, and interest in working with our firm.

Applications are welcome on a revolving basis. Qualified candidates may be contacted as opportunities arise.