

Senior Personal Injury Paralegal -- Plaintiff's Side

Dixie Law Group | Louisville, KY | \$70,000–\$75,000 + Team Bonus

Dixie Law Group is a Kentucky plaintiff's personal injury firm built on trial work. We prepare every case like it's headed for a jury, we fight the insurance companies that try to lowball our clients, and we've earned a reputation for backing it up. Now we're hiring an experienced PI paralegal who knows the work cold and is ready to run.

This is not an entry-level seat. We're looking for someone who can walk in, pick up a file, and know exactly what comes next — from intake to demand to litigation support. We'll teach you our systems and procedures. We won't be teaching you personal injury.

If you've spent 3+ years on the plaintiff's side and you're the person your current team leans on when things get busy, keep reading.

What You'll Do

- **Solve client problems.** You're the person clients count on to get answers, cut through the noise, and keep their case on track
- **Move pre-litigation and litigation files forward** for your attorney — you know the next step and you take it, without being told twice
- **Work with clients and adjusters to get problems solved** and push cases toward resolution
- Draft demand packages, correspondence, and litigation documents
- Support your attorney through discovery, mediation, and trial prep
- Direct your support staff — you'll have an assistant handling records and clerical work, so your focus stays on movement

What You Bring

- **3+ years of plaintiff's personal injury paralegal experience** — this is a hard requirement
- Deep command of the PI case lifecycle: what each step is, why it matters, and how to handle it
- The judgment to spot what a file needs and act on it independently
- Strong organization, clear writing, and a bias toward getting things done
- The kind of work ethic that makes a team better

Why Dixie Law Group

We're a trial firm, not a settlement mill — and that shapes everything about how we work and who we work with.

- **We try cases and we fight.** Insurance companies know our name, and it changes how they deal with us. You'll be building files that are ready to win, not just settle.
- **Clean cases, no baggage.** We don't take shady chiropractic referrals or chase junk volume. Our clients have real injuries and legitimate cases — so you're working quality files.
- **One team, one boss.** This is a dedicated seat on a single team, working directly for one attorney. No getting pulled ten directions, no guessing who to report to. You'll know your goals, they'll line up with your team's, and everyone rows the same direction — which is exactly how the team bonus is built to work.
- **The best tech and AI available.** We invest in top-tier legal technology and AI tools so your time goes to solving problems and moving cases, not drowning in busywork. If you're the kind of paralegal who wants the best tools to do the best work, you'll feel at home here.

Compensation & Benefits

- **\$70,000–\$75,000** depending on experience
- **Team performance bonus** when your team hits its goals — when we win, you win
- **100% employer-paid health insurance** for employees — your coverage is fully on us
- **401(k) with company match** (eligible after one year)

Location

This is an in-office role based in Louisville, KY. For the right candidate — someone whose experience and talent clearly warrant it — we're open to discussing a hybrid arrangement. Training on our systems will require more in office time at the beginning of the employment.

Ready to Make Things Happen?

If you're an experienced PI paralegal who's tired of being underused and ready to do real work with a firm that values it, we want to hear from you.

Company Description

At Dixie Law Group, we provide expert legal services in personal injury and estate planning, earning recognition for our dedication and results. Our award-winning personal injury division has a proven track record of securing substantial verdicts and settlements, specializing in cases such as traumatic brain injuries, semi-truck accidents, and complex litigation. In addition, our estate planning division is highly regarded for creating tailored solutions, including trusts and wills, to protect clients' assets and preserve their legacies. Whether advocating in court or crafting comprehensive estate plans, our team is committed to delivering exceptional results for our clients.