

# CAREERS

**JOB TITLE:**

Research Analyst/Paralegal

**FLSA:**

Non-Exempt

**DEPARTMENT:**

Varied

**REPORTS TO:**

Attorney/Partner

**SUMMARY:**

Perform a variety of paralegal functions to assist several high profile international terrorism litigations. Under direction, individual will help manage and participate in all phases of the litigation process, including supporting all facets of discovery and trial preparation; completes substantive legal work that requires knowledge of legal concepts.

**MINIMUM REQUIREMENTS:**

- Bachelor's degree required.
- Legal experience is a plus.
- Familiar with MS Office suite.
- Arabic and/or Hebrew capabilities preferred but not required.
- Previous experience in a fast-paced, high pressure environment required.
- Excellent communications skills and ability to work well within a team environment required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

“Essential functions” are primarily job duties that employee must be able to perform unassisted or with some reasonable accommodation made by the employer.

- Conducting legal and factual research and writing with focus in Middle Eastern issues and affairs.
- Conducting research on compliance regulations for financial institutions.
- Performing analysis of complex scenarios.
- Organize documents and client database(s) to include coding, indexing and controls numbering and history of documents produced and received.
- Draft pre-trial data, assists in the preparation of trial notebooks, exhibits and legal authorities.
- Organize and prepare exhibits, depositions/testimony, copies, etc.
- Prepare trial subpoenas and assists in scheduling of witnesses.
- Assist on designation of records and compiling briefs.
- Conduct legal research on case law using Lexis-Nexis and other appropriate law and/or medical libraries, databases, and on-line facilities.
- Perform general/and or administrative paralegal duties including legal research and specific points of briefing cases.
- Correspond with clients and adversaries.
- Maintain files, including form files, legal memos and expert's files.
- Complete special projects as requested.

**WORKING HOURS:**

Work may require more than 40 hours per week to perform the duties of the position. Work will require overseas travel.

**WORKING CONDITIONS:**

Overtime is possible and may be expected in order to perform the essential functions of the position. Work is performed in a normal heated or air-conditioned office environment.

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements. This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract.*