

CAREERS



JOB TITLE:

Research Analyst/Paralegal

FLSA:

Non-Exempt

REPORTS TO:

Attorney

SUMMARY:

Perform a variety of paralegal functions to assist several high profile international human rights and 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 and current international political issues.

ESSENTIAL FUNCTIONS 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 on Middle Eastern and South Asian issues and affairs
- Review and analyze discovery productions, depositions, FOIA requests, and other primary sources
- Manage complex and ongoing translation projects
- Organize documents and client database(s) to include coding, indexing and controls numbering and history of documents produced and received
- Draft pre-trial memoranda, assist in the preparation of trial notebooks, exhibits and legal authorities
- Act as liaison with firm co-counsel, vendors, and contractors
- Prepare trial subpoenas and assist in scheduling of witnesses
- Organize and prepare exhibits, depositions/testimony, copies, etc
- Assist in compiling briefs, letters to the court, and other legal documents
- Conduct legal research on case law using Lexis-Nexis and other appropriate law, databases, and on-line resources
- Maintain files, including form files, legal memos and expert's files

MINIMUM REQUIREMENTS:

- Bachelor's degree required, master's degree preferred
- Legal experience is a plus
- Proficiency with MS Office suite
- Arabic and/or Hebrew capabilities with regional experience preferred but not required
- Previous experience in a fast-paced, high pressure environment required
- Previous research experience preferred
- Ability to multitask with competing priorities
- Excellent communication skills and the ability to work well in a team environment

WORKING HOURS:

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

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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.