

CAREERS

**JOB TITLE:**

Paralegal

FLSA:

Non-Exempt

DEPARTMENT:

Securities & Consumer Fraud

REPORTS TO:

Attorneys

SUMMARY:

Perform a variety of paralegal functions to assist senior paralegals and attorneys in representing their clients fairly and efficiently, completing casework and documentation, and interacting with clients in preparation for and during trial. Under direction, complete substantive legal work that requires knowledge of legal concepts. This includes assisting in the commencement of new cases, the discovery process, pretrial preparation, trial, post-trial and appellate work, settlements and general paralegal responsibilities.

MINIMUM REQUIREMENTS:

- Bachelor's degree and/or Paralegal Certificate required
- (2) to (5) years of consistent paralegal work experience
- Knowledge of MS Office suite
- Federal Court/Trial and experience preferable
- Ability to communicate and work well within a team environment required

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

- Assist attorney in all phases of discovery, including preparing discovery responses and requests (to include requests for production, interrogatories and requests for admissions), scheduling depositions, docketing, fielding client calls, and frequent written and oral communication with defense and/or co-counsel.
- Finalize and occasionally draft complaints, answers, routine notices, affidavits, motions, petitions, and summonses.
- Compile and, as requested, analyze reports for attorneys (i.e., detailing cases settled, remaining defendants in groups of cases and/or status of case investigations).
- Organize documents and client database(s) to include coding, indexing and controls numbering and history of documents produced and received.
- Assist in initial client interviews and case investigations.
- Organize files and review documents.
- File and retrieve court documents using CM/ECF on PACER.
- Create Tables of Contents and Tables of Authorities in Word.
- Draft pre-trial data, assist in the preparation of trial notebooks, exhibits and legal authorities.
- Arrange and prepare exhibits, depositions/testimony, copies, etc.
- Prepare trial subpoenas and assist in scheduling of witnesses.
- Conduct legal research on case law using WESTLAW and other appropriate law and/or medical libraries, databases, and on-line facilities; cite case law according to *The Bluebook*.
- As directed by senior paralegals and attorneys, summarize trial testimony and draft bills of costs.
- Assist on designation of records and compiling briefs.
- Perform general/and or administrative duties.
- Correspond with clients and adversaries.
- Maintain files, including form files, legal memos and experts' files.
- Complete special projects as requested.

CAREERS



WORKING HOURS AND CONDITIONS:

Work may require more than 40 hours per week to perform the duties of the position. Work may require travel. 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. Motley Rice LLC is an equal opportunity employer. We participate in e-verify.