

JOB TITLE:

Research Analyst/Paralegal I

FLSA:

Non-Exempt

DEPARTMENT:

ATHR

REPORTS TO:

Attorney/Senior Paralegals

SUMMARY:

Seeking highly motivated, team-oriented research analyst/paralegal to assist with several high profile international terrorism and human rights litigations. Ideal candidates will have substantial research and writing experience. Responsibilities include conducting legal and factual research and writing; performing a variety of paralegal functions to assist Senior Paralegals and Attorneys completing casework; documenting and interacting with clients and fact and expert witnesses. Under direction, will complete legal work and support more senior Paralegals in the commencement of actions, discovery, pretrial preparation, trial, post-trial and appellate work.

MINIMUM REQUIREMENTS:

- Bachelor's degree required; Master's degree preferred.
- Minimum two (2) to five (5) years of professional work experience.
- Experience working in the legal field a plus.
- Efficient with MS Office suite.
- Previous experience in a fast-paced, high-pressure environment required.
- Ability to communicate and work well within a team environment.

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.

- Research international terrorist organizations and drug cartels and their financing mechanisms and prepare detailed memoranda.
- Research and analyze materials related to the opioid epidemic and prepare detailed memoranda.
- Assist Attorney and Senior Paralegals in all phases of discovery, including preparing requests for production of documents, interrogatories and requests for admissions, preparing discovery responses, analyzing discovery responses and reviewing discovery materials in preparation for depositions, docketing, scheduling, fielding client calls, and frequent written and oral communication with defense and co-counsel.
- Organize discovery documents and client database(s) to include coding, indexing, and history of documents produced and received.
- Compile and analyze reports for Attorneys and Senior Paralegals.
- Draft pre-trial pleadings assist in the preparation of trial notebooks, exhibits, and legal authorities.
- As directed by Senior Paralegals and Attorneys, organize copies and prepare deposition exhibits.
- As directed by Senior Paralegals and attorneys, summarize deposition and trial testimony.
- Assist with the designation of records and compiling briefs.
- Conduct legal research involving case law using LEXIS, Westlaw and other appropriate legal libraries, databases, and online resources.
- Perform general and administrative paralegal duties including legal research, maintaining files, drafting letters, drafting legal memos, and conducting expert and witness research.
- Correspond with clients and adversaries.
- Complete special projects as requested.
- Efficiently track time of projects and daily tasks.

WORKING HOURS:

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

WORKING CONDITIONS:

Overtime is possible and may be expected 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.