

CAREERS

**JOB TITLE:**

Legal Assistant/Paralegal

FLSA:

Non-Exempt

DEPARTMENT:

Various

REPORTS TO:

Supervising Attorney

As one of the nation's largest plaintiffs' litigation firms, Motley Rice advocates for the rights of workers families, consumers and investors and aggressively seeks justice for people and institutions harmed by wrongdoing and negligence. Our Firm has played leadership roles in some of the most significant cases to ever go through U.S. courts. We have the experience and depth of knowledge to take on innovative, cutting-edge litigation across a variety of practice areas.

We have Legal/Admin Assistant and Paralegal opportunities with several of our practice groups currently and are open to considering a range of experience levels, from more junior to more experienced to make best matches for our teams.

Join our dynamic team and be part of a firm, where your writing skills will make a significant impact on our firm's success and reputation in the legal industry!

WHAT YOU'LL DO:

(Essential job duties that employee must be able to perform unassisted or with some reasonable accommodation made by the employer)

Perform a variety of legal support functions to assist paralegals and attorneys in representing their clients fairly and efficiently, completing casework, documentation and interaction with clients. Under the supervisor's direction, legal support professionals complete substantive legal work that requires knowledge of legal concepts.

Responsibilities may include:

- Organize documents and client database(s) to include: data entry, document indexing, and scanning
- Conduct factual and legal research using WESTLAW, LEXIS, other appropriate law and/or medical libraries, databases, and on-line facilities
- Perform general and/or administrative paralegal duties, including maintaining files, writing memos, and corresponding with clients and co-counsel
- Manage expense reporting, timekeeping and calendaring/scheduling
- Maintain physical client files
- Complete special projects as requested

WHAT WE'RE LOOKING FOR:

- Bachelor's degree and/or Paralegal Certificate required (for Paralegal)
- One (1) to five (5) years of relevant work experience
- Mass tort experience highly preferred (for Paralegal)
- Experience with eDiscovery platforms such as Relativity preferred (for Paralegal)
- Must be highly organized
- Previous experience in a fast-paced, high-pressure environment preferred
- Ability to communicate and work well within a team environment required

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 in order to perform the essential functions of the position. Work is performed in a normal heated and/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. No applicant will be limited or excluded from consideration for employment on any basis prohibited by local, state or federal law. We participate in e-verify.