

We are currently accepting applications for a full-time **Paralegal** for our Washington, D.C. location.

The Paralegal will be responsible for drafting and proofreading legal documents, cite checking, interviewing witnesses, conducting research, and managing case documents and schedules.

The ideal candidate will have a four-year degree with strong academic credentials, and 1-2 years' relevant experience. A strong attention to detail, exceptional analytical and interpersonal skills, and the ability to work independently and effectively manage multiple projects is required.

Prior experience with interviewing/investigations and internet research, and competency in Case Notebook/CaseMap, LEXIS/NEXIS, Westlaw, Microsoft Office (Word, Excel, PowerPoint), and cite checking is highly preferred.

We offer a competitive salary, excellent benefits, and a great work environment. Motley Rice is an equal opportunity employer committed to promoting a diverse workplace.

To apply for this position, please submit a current resume in Word or PDF format, along with a cover letter to staffing@motleyrice.com . If you are selected for an interview, you will be contacted directly by a Human Resources representative.

For more information about Motley Rice, LLC, please visit <https://www.motleyrice.com/about>