

# CAREERS

**JOB TITLE:**

Paralegal

**FLSA:**

Non-Exempt

**DEPARTMENT:**

Various

**REPORTS TO:**

Member Attorney

**SUMMARY:**

Perform a variety of paralegal functions to assist senior paralegals and attorneys in representing their clients fairly and efficiently, completing casework, documentation and interaction with clients. Under the supervisor's direction, the paralegal completes substantive legal work that requires knowledge of legal concepts. This includes assisting senior paralegals in the review of new cases, conducting fact investigations, claims processing, settlements and general paralegal responsibilities.

**MINIMUM REQUIREMENTS:**

- Bachelor's degree and/or Paralegal Certificate required
- Minimum five (5) years of paralegal work experience
- Strong competency in MS Office suite
- Experience with document review databases such as Relativity preferred
- 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

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

- Conduct witness interviews and case investigations through telephone, written, and in-person communication
- Organize documents and client database(s) to include: data entry, document indexing, and scanning
- Review, summarize, and code medical records
- 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
- Maintain physical client files
- Complete special projects as requested

**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.*