

# CAREERS

**JOB TITLE:**

Paralegal

**FLSA:**

Non-Exempt

**DEPARTMENT:**

Varied

**REPORTS TO:**

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 in preparation for and during (or up to and including) trial. Under direction, completes legal work that requires knowledge of legal concepts. This includes assisting more senior Paralegals in the discovery process and general paralegal responsibilities.

**MINIMUM REQUIREMENTS:**

- **Experience with Relativity or other e-Discovery platform REQUIRED**
- Bachelor's degree and/or Paralegal Certificate required
- Minimum five to eight (5) –(8) consecutive years of paralegal work experience required
- Superior knowledge of MS 2013 Office suite
- 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 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.

- Assist Attorney and Senior Paralegals in all phases of discovery, depositions, docketing, scheduling, fielding client calls, and frequent written and oral communication with defense and/or co-counsel.
- Arrange files and reviews documents and may prepare summonses.
- Organize and prepare exhibits, depositions/testimony copies, etc.
- Prepare trial subpoenas and assist in scheduling of witnesses.
- Perform general/and or administrative paralegal duties.
- Correspond with clients and adversaries.
- Maintain files.

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- 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 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 guarantee. Motley Rice LLC is an equal opportunity employer.*