

JOB TITLE:

Paralegal II

FLSA:

Non-Exempt

DEPARTMENT:

Securities and Consumer Fraud

REPORTS TO:

Attorney

SUMMARY:

Performs a variety of paralegal functions to assist attorneys in representing their clients fairly and efficiently, completing casework, documentation and correspondence with clients in preparation for and during litigation. Under direction, completes substantive legal work that requires knowledge of legal concepts. This includes assisting more senior paralegals in the commencement of action for new cases, the discovery process, pretrial preparation, trial, post-trial and appellate work, settlements, and general paralegal responsibilities.

MINIMUM REQUIREMENTS:

- Bachelor's degree and/or Paralegal Certificate required
- At least three (3) years of consistent paralegal work experience
- Securities litigation experience preferred
- Experience with pleadings and discovery documents required
- Superior proficiency with Microsoft Office 2007 Suite
- *Bluebook* citation experience required
- Federal court experience preferred
- Previous experience in a fast-paced, high pressure environment required
- Ability to communicate and work well within a team environment required
- Type a minimum of 65 WPM

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

“Essential functions” are primarily job duties that incumbents must be able to perform unassisted or with some reasonable accommodation made by the employer.

- Draft, proofread, and/or file complaints, answers, notices, affidavits, motions, and other legal documents with attorney oversight
- Compile and, as requested, analyze reports for attorneys, including detailing cases settled, remaining defendants in groups of cases and/or status of case investigations
- Conduct legal research on case law using PACER, Electronic Court Filing (ECF), Westlaw, and other appropriate law libraries, databases, and online facilities
- Assist attorney in all phases of discovery, prepare discovery responses and requests to include requests for production, interrogatories and requests for admissions, depositions, docketing, scheduling, fielding client calls, and frequent written and oral communication with defense and/or co-counsel
- Answer, screen, and direct telephone calls appropriately
- Set up conference calls, schedule appointments, maintain attorney calendars
- Receive and distribute incoming and outgoing mail, shipments, facsimiles, etc.
- In preparation for trial, prepare pre-trial certificates or statements, trial notebooks, exhibits, depositions/testimony, legal authorities, subpoenas, copies, etc.
- Correspond with clients and co-counsel as necessary
- Organize and maintain legal files
- Record billable time for attorneys or staff and submit expense reports as requested
- Complete special projects as requested, including assisting with document productions and providing assistance to other Motley Rice personnel and/or co-counsel to meet deadlines

WORKING HOURS:

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

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.

BENEFITS PACKAGE:

- Health & Dental Insurance
- 401(k) Retirement Savings Plan
- Life Insurance
- Flexible Spending Accounts
- Long Term/Short Term Disability
- Paid Time Off
- Holiday Pay
- Special Perks Program

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.