

CAREERS



JOB TITLE:

Paralegal

FLSA:

Non-Exempt

DEPARTMENT:

Securities and Consumer Fraud

REPORTS TO:

Member Attorney

SUMMARY:

Motley Rice attorneys have been at the forefront of some of the most significant and monumental civil actions. Our experience in complex trial litigation includes class actions and individual cases involving antitrust, securities and consumer fraud, occupational disease and toxic tort, medical drugs and devices, environmental damage, terrorist attacks and human rights abuses, among others.

The Antitrust Practice Group, based in New York City, works on a range of matters that include pharmaceutical, financial, and consumer product class actions. The New York office is a dynamic work environment and our entrepreneurial, collaborative spirit has garnered leadership positions in a number of cases.

As the antitrust paralegal working with the attorneys and staff in the Antitrust Practice Group, you will have a number of responsibilities ranging from performing research using Westlaw and LexisNexis, to drafting letters and documents, editing and cite-checking briefs, assisting with case management, and preparing and filing papers in federal and state courts. Given the small size of the New York office, you will work closely on other special assignments as well.

MINIMUM REQUIREMENTS:

- Bachelor's degree from a four year college/university (preferably in Economics, Finance, Political Science or other related fields);
- Strong attention to detail and ability to multi-task in a fast-paced environment;
- Excellent verbal and written communication skills and an interest in micro or macroeconomics;
- Capacity to work in a team setting and perform tasks/projects independently;
- Ability to work well under pressure and meet strict deadlines;
- Proficient in Word, Excel, PowerPoint, PDFs, and Outlook;
- Prior experience with Westlaw, LexisNexis and Pacer is a plus, but not required;
- Prior experience with Everlaw, Relativity, and other eDiscovery software is a plus, but not required;
- Interest in pursuing law school is a plus, but not required; and
- Flexibility, a positive attitude and a strong desire to take on responsibility as a valuable member of the Antitrust Practice Group.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

- Perform case research using, for example, Westlaw, LexisNexis, and PACER;
- Draft letters and documents for service/filing;
- Analyze new cases for case development;
- Cite-check (using the blue-book citation style, court specific rules, and/or individual judge's rules), edit, and proofread briefs and other documents being filed;
- Liaise with federal and state courts, and file motions, briefs, letters, and exhibits;

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- Summarize deposition transcripts and other materials;
- Assist attorneys with deposition and pre-trial conference preparations;
- Index and organize documents;
- Schedule depositions and meetings;
- Submit monthly time and expense case reports; and
- Perform special projects as assigned.

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.