

CAREERS



JOB TITLE:

Paralegal

FLSA:

Non-Exempt

DEPARTMENT:

Various

REPORTS TO:

Member Attorney

SUMMARY:

Perform a variety of paralegal functions to assist attorneys in representing their clients fairly and efficiently, completing casework, obtaining and organizing client records, and interacting with clients. Under the attorney supervisor's direction, the paralegal completes substantive legal work that requires knowledge of legal concepts. This includes assisting attorneys and other paralegals in the review of new cases, conducting fact investigations, proofreading legal filings, managing docketing, organizing case files, claims processing, settlements, and general paralegal responsibilities. In addition, this paralegal position will require administrative responsibilities for the supervising attorney, including time, expense, and scheduling management.

MINIMUM REQUIREMENTS:

- Bachelor's degree and/or Paralegal Certificate required
- Three (3) to five (5) years of paralegal work experience.
- Mass tort and class action experience highly preferred
- Familiar with MS 2019 Suite
- Experience with eDiscovery platforms such as Relativity and DISCO preferred
- Must be highly organized and meticulously detail-oriented
- Previous experience in a fast-paced, high-pressure environment preferred
- Ability to communicate and work well within a team environment required
- Commitment to serving clients who have been victimized by corporate abuse

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

- Interact with clients and participate in 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 and organize 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; creating, editing, formatting, and proofing documents; and corresponding with clients and co-counsel
- Maintain physical and electronic client files and case files
- Perform detail-oriented administrative tasks including proactively managing contacts in Outlook; scheduling and coordinating conference calls, meetings, and appointments; making travel arrangements for attorneys; entering and managing common benefit time; and submitting requests for expense reimbursements
- Complete special projects as requested
- Adapt to changing circumstances while maintaining a positive, team-oriented attitude

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. In-person attendance is expected.

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.

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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.