

CAREERS



JOB TITLE:

Paralegal

FLSA:

Non-Exempt

DEPARTMENT:

Antitrust & Securities and Consumer Fraud

REPORTS TO:

Member Attorney & Antitrust team

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 wide array of antitrust and consumer protection matters. With approximately eight attorneys, the New York office is a dynamic work environment and our entrepreneurial, collaborative spirit has garnered leadership positions in a number of cases. This position uniquely offers a qualified candidate the opportunity to work in a small, collegial office environment at a very large firm.

As the sole antitrust paralegal working with the attorneys and staff in the Antitrust Practice Group, you will have a number of different responsibilities ranging from (i) preparing monthly bills; (ii) performing research using Westlaw and LexisNexis; (iii) drafting letters and documents; (iv) editing and cite-checking briefs; (v) preparing tables of contents and authorities; (vi) assisting with case management; (vii) preparing and filing papers in federal and state courts. Given the size of the New York office, you will have the opportunity to work 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 organizational skills, attention to detail and the 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;
- A passion for excellence in your job
- Proficiency in Word, Excel, PowerPoint, PDFs Outlook, as well as the ability to generate Tables of Contents and Authority in Word
- Prior experience with Westlaw, LexisNexis and Pacer is a plus, but not required;
- Prior experience with Everlaw, Relativity, Brainspace, and other eDiscovery software is a plus, but not required; and
- Flexibility, a positive attitude and a strong desire to take on responsibility and grow 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;
- 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;
- Perform special projects as assigned; and
- Oversee the daily aspects of the office.

Compensation Range: \$33.00-\$38.50/hr., depending on experience, skills and qualifications

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.