

As one of the nation's largest plaintiffs' litigation firms, Motley Rice advocates for the rights of workers, families, consumers and investors and aggressively seeks justice for people and institutions harmed by wrongdoing and negligence. Our Firm has played leadership roles in some of the most significant cases to ever go through U.S. courts. We have the experience and depth of knowledge to take on innovative, cutting-edge litigation across a variety of practice areas.

We have a **Paralegal opportunity** based in the Hartford, CT area. We are seeking an experienced professional to join our dynamic team and be part of a firm where your legal support skills will make a significant impact on our firm's success and reputation in the legal industry!

WHAT YOU'LL DO: (Essential job duties that employee must be able to perform unassisted or with some reasonable accommodation made by the employer)

Perform a variety of paralegal functions to assist attorneys in representing their clients fairly and efficiently, completing casework, documentation and interaction with clients. Under the supervisor's direction, paralegals complete administrative and substantive work that requires knowledge of legal concepts and procedures. These include maintaining case files, tracking court deadlines, and general paralegal responsibilities, which may include:

- Assist attorney in discovery, including gathering client documents, scheduling depositions, fielding client calls, and frequent written and oral communication with defense and/or co-counsel.
- Finalize and occasionally draft routine notices, affidavits, motions, and summonses.
- Compile and, as requested, analyze reports for attorneys (i.e., detailing status of cases).
- Organize documents and client database(s) to include coding, indexing and controls numbering and history of documents produced and received.
- Assist in initial client interviews and case investigations.
- Calculate, enter, and maintain all case deadlines under applicable federal and state rules and scheduling orders..
- File and retrieve court documents using CM/ECF on PACER and applicable state e-filing systems.
- Create Tables of Contents and Tables of Authorities in Word.
- Draft pre-trial data, assist in the preparation of trial notebooks, exhibits and legal authorities.
- Arrange and prepare exhibits, depositions/testimony, copies, etc.
- Prepare trial subpoenas and assist in scheduling of witnesses.

- Maintain files, including form files, legal memos and experts' files.
- Provide key Office Management support. Serve as point person for maintenance, mailing, shipping, supplies, equipment, bills, and errands
- Enter and reconcile daily time for assigned attorneys and for yourself and process expense reports.
- Complete special projects as requested.

WHAT WE'RE LOOKING FOR:

- Bachelor's degree and/or Paralegal Certificate required
- Minimum three (3) years of paralegal work experience
- Civil litigation experience highly preferred
- Proficient with MS Suite, including Word, Excel, Outlook, and Co-Pilot
- Experience with eDiscovery platforms such as Relativity preferred
- 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

Compensation: \$30-34/hr, DOE

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.