

CAREERS

JOB TITLE:

Paralegal

FLSA:

Non-Exempt

DEPARTMENT:

Various

REPORTS TO:

Attorney

We are currently seeking Paralegals with Litigation and Trial experience to join our Firm's various Practice Areas on a **full-time** basis. Please see the description below for details about these opportunities!

SUMMARY:

Performs a variety of paralegal functions to assist Senior Paralegals and Attorneys in representing their clients fairly and efficiently, completing casework, documentation and interaction with clients in preparation for and during (OR up to and including) trial. Under direction, completes 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.

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. Paralegals may perform the following:

- Assist attorney in all phases of discovery, including assisting with discovery requests, depositions, docketing, scheduling, fielding client calls and frequent written and oral communication with defense and/or co-counsel
- File multiple claims and update case files in a timely and organized fashion. Cure deficiencies on a backlog of cases
- Arrange files and reviews documents and may prepare summonses
- Draft pre-trial data, prepare trial notebooks, exhibits and legal authorities
- Organize and prepare exhibits, depositions/testimony copies, etc.
- Needs ability to understand medical records and follow up with clients on missing information
- Must have ability to assist in preparation and filing of court submissions
- Prepare trial subpoenas and assist in scheduling of witnesses
- Enter, transcribe, record, store, or maintain information in either written or electronic form
- Review data; report findings, interpret results and/or make recommendations
- Compile and, as requested, analyze reports for attorneys
- Assist on designation of records and compiling briefs
- Conduct legal research on case law using Lexis Nexis, Westlaw, and other appropriate law and/or medical libraries, databases, and on-line facilities
- Perform general/and or administrative paralegal duties including legal research and specific points of briefing cases
- Correspond with clients and adversaries
- Maintain files, including form files, legal memos and expert files
- Complete special projects as requested

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MINIMUM REQUIREMENTS:

- Litigation experience REQUIRED; trial experience strongly preferred
- Bachelor's degree and/or Paralegal certificate required
- Minimum 5 years of relevant work experience in the legal field
- Proficient in MS Office suite
- Previous experience in a fast-paced, high pressure environment required
- Ability to communicate and work well within a team environment required

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 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 guarantee. Equal Opportunity Employer. We participate in e-verify.