

## **PARALEGAL JOB DESCRIPTION**

### **RESPONSIBILITIES:**

The paralegal will assist attorneys with:

- preparing litigation documents;
- drafting correspondence and memoranda;
- setting appointments, meetings and depositions;
- preparing deposition and trial exhibits;
- document editing / light word processing (paralegal must process her/his own work);
- legal research and cite-checking;
- factual investigation;
- contact with clients and potential clients;
- coordinating updates and revisions to the firm website;
- filing and serving legal documents (electronically and in hard copy);
- managing and organizing data and documents, creating and managing litigation databases;
- search and retrieval of electronic discovery from electronic databases and other sources; and
- management of administrative/calendar/records.

Other responsibilities may include general office functions, such as photocopying, scanning, and answering telephones.

Regular business hours are 8:30 a.m. to 5:30 p.m., with occasional weekend/overtime required.

### **SKILLS & QUALIFICATIONS:**

- 2+ years of experience as a civil litigation paralegal, preferably with mid to large firm experience;
- Excellent organizational and communication (verbal and written) skills;
- Attention to detail;
- Ability to meet deadlines and prioritize assignments;
- Ability to work collaboratively with coworkers and managers;
- Ability to maintain calm and sense of humor under occasionally stressful work conditions;
- Willing to work overtime (nights and weekends) as required;
- Ability to work independently and to take ownership of projects from start to finish;

- Proficiency with Microsoft Office programs;
- Proficiency with Lexis;
- Experience with Relativity, Summation, Concordance, CaseMap and/or other legal document storage and retrieval/database programs;
- A strong familiarity with basic legal documents (pleadings, motions, and discovery), and a firm understanding of basic litigation procedures.

**PHYSICAL REQUIREMENTS:**

- Ability to lift up to 25 pounds of documents.
- Ability to read information on a computer monitor for up to 10 hours a day, when needed.

**PRODUCTIVITY REQUIREMENTS: [OPTIONAL]**

- Expected to bill at least 100 hours per month on billable client matters, with minimal writeoffs due to quality of work.