

LITIGATION PARALEGAL

FLSA: NON-EXEMPT

JOB SUMMARY:

The Paralegal will assist attorney(s) by providing clerical and research support services including document preparation and review; research, investigations, fact checking; and trial preparation.

REQUIRED SKILLS/ABILITIES:

- Drafts legal documents including routine pleadings and motions, affidavits, and interrogatories; files motions and pleadings according to judicial procedures.
- Obtain, review, and summarize relevant medical records and bills.
- Researches and analyzes statutes, regulations, legal articles, judicial decisions, and other legal sources; provides written analysis to attorneys.
- Prepares, organizes, stores, and retrieves case files, which may include evidence, exhibits, depositions, pleadings, exhibits, and other items.
- Assists attorneys with trial preparation, which may include attending trials and hearings.
- Develops and maintains records regarding billable hours spent on specific cases.
- Performs other related duties as assigned.

REQUIRED SKILLS/ABILITIES:

- Excellent verbal and written communication skills.
- Understanding of legal language and principles, research methods, court pleadings and processes, and other related matters.
- Maintain a confidential, HIPAA-compliant environment.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to function well in a high-paced and at times stressful environment.
- Ability to maintain confidentiality, and to exercise discretion and good judgment.
- Proficient with Microsoft Office Suite or related software.

EXPERIENCE:

- Minimum of 5 years' experience as either a litigation legal assistant or paralegal.
- Associate degree in Paralegal Studies or related field preferred but not required.
- Experience working with medical records preferred.

We offer a competitive salary commensurate with experience, along with a flexible work environment. Hybrid and remote arrangements are available for the right candidate. See details below:

SALARY RANGE: \$75,000 - \$100,000

Salary will be determined based on relevant professional experience, technical skills, educational background, and overall qualifications

BENEFITS:

- Health Insurance
- Dental insurance
- Vision insurance
- Life & Disability insurance
- Firm Paid Parking
- Firm Paid Holidays
- 401k w/Employer Match
- Parental Leave
- Health Savings Account w/monthly Employer Contribution
- Gym Access
- Bonus Eligibility

JOB TYPE: Full-time

WORK SETTING: Hybrid with in-person/remote options available