

## **Litigation Paralegal Job Description**

Busy SouthPark firm is recruiting for an experienced litigation paralegal. This position supports a team of attorneys in all aspects of their litigation practices. The environment is fast-paced with paralegal support being the primary focus. Duties may also include additional tasks based on work-flow demand. Strong litigation skills are essential.

- Requires 5+ years of litigation experience in North Carolina
- Labor and Employment and Medical Malpractice experience a plus
- Bachelor's degree and Paralegal Certificate
- North Carolina State Bar Paralegal Certification
- Proficient in Word, Excel, Outlook, PowerPoint, Bill4Time (or other comparable billing software), Adobe Pro, E-discovery review and production programs and online file management applications
- Familiar with OSX applications (Mac)
- Familiar with Westlaw/LexisNexis, PACER
- Familiar with local, state and federal court rules and procedures

### **Responsibilities:**

- Conduct fact investigations, initial case assessment and analysis
- Participate in client interviews
- Interact and communicate with clients, opposing counsel, expert witnesses, court personnel and vendors via email, phone and in person
- Interview witnesses, including obtaining affidavits and written statements
- General case and file management
- Participate in formulation of discovery plan and draft discovery requests
- Calculate and calendar discovery and pleadings deadlines
- Draft notices of deposition and arrange court reporters and videographers
- Conduct legal and medical research as needed
- Organize and analyze case file documents, including discovery responses, document productions, medical records and medical bills
- Assist with preparation of document productions (electronically and paper)
- Draft correspondence and memos
- Draft medical records chronologies
- Prepare trial exhibits, pretrial notebooks, jury notebooks and other pretrial documents
- Prepare trial subpoenas and coordinate scheduling of witnesses
- Draft pleadings including notices of hearing, affidavits, consent discovery scheduling orders, motions, stipulations for dismissal and other pleadings as needed
- Attend and assist attorneys at trial as needed (may require out of town travel)
- Manage trial logistics

## **Personal Attributes**

- Ability to work independently with minimal supervision and collaboratively with diverse personalities
- Possess problem-solving and decision-making skills
- Confident
- Take pride in your work
- Trustworthy in handling sensitive and confidential information
- A self-starter
- Ability to prioritize and multi-task
- Ability to work in a fast-paced deadline driven environment
- Strong analytical skills
- A positive attitude focused on adding value to the team
- Excellent planning and organizational skills with a strong attention to detail
- Professional demeanor and excellent communication skills (oral and written)