

LITIGATION PARALEGAL / SUPPORT

Job Title: Litigation Paralegal / Support
Reports To: Director of Administration, with dotted line to assigned Attorneys
FLSA Status: Non-exempt
Full/Part Time: Full Time

SUMMARY: Performs substantive legal research, analyzes case law and statutes, investigates facts and prepares documents to assist attorneys in delivering exceptional legal services. The individual in this role must possess strong verbal and written communication skills, be technically savvy and have excellent time management skills—able to efficiently prioritize and complete tasks in a fast-paced environment.

JOB RESPONSIBILITIES

- Draft discovery, pleadings, motions, orders, exhibits, and appellate documents, etc., including proofreading, editing, fact-checking, and adherence to citation guidelines; i.e., Blue Book
- Review and manage e-discovery including trial preparation (depositions, mediation, exhibits, documents, evidence, briefs, indexes and appendices) and post-trial procedures
- E-file with state agencies, municipal, state, and federal courts using CM/ECF, e-file Texas, or filetime
- Perform legal research using internal and external databases and summarize findings to assist attorneys in answering legal questions
- Analyze, evaluate, and research case law, legal policies, legal documents, and monitor trends impacting clients
- Organize and manage e-case files using the Firm's Document Management System and/or paper files
- Communicate with clients, consultants, opposing counsel, and third parties at the direction of the attorneys
- Stay up to date on court and administrative agency rules and procedures
- Perform administrative duties (calendar hearings, depositions, mediations, and docket deadlines; draft and update attorney presentations)

JOB REQUIREMENTS

- Associate of Arts or equivalent college experience
- Certificate from an accredited paralegal studies program and/or Master of Legal Studies
- Minimum of 1-3 years in a law firm environment
- Advanced writing skills
- Demonstrate a high level of ethical conduct and ability to maintain confidentiality of sensitive client and Firm information
- Working knowledge of e-discovery software (Logikcull, Everlaw, Relativity, Disco, CasePoint)
- Advanced knowledge of Microsoft Office/O365 (Word, Outlook, Excel and PowerPoint)

- Advanced knowledge of PDF files, including bates labeling, splitting and combining PDF documents, optimizing and reducing PDF files, etc.
- Ability and willingness to quickly adapt and to learn new technology, as needed
- Ability to think critically and synthesize legal research, policy, documents, and other information
- Ability to communicate clearly, concisely, logically, and coherently (both orally and in writing) with diverse audiences
- Ability to establish and maintain cooperative working relationships with others
- Ability to understand and respond to constructive feedback
- Ability to work both independently and as a contributing team member

PREFERRED QUALIFICATIONS

- Bachelor's Degree
- 3-6 years in a law firm environment
- Experience with state administrative law and agencies
- Experience with electronic document management systems (e.g., NetDocs, iManage, FileTrail, Relativity, SharePoint, Salesforce)
- Experience with online legal research tools (Westlaw, Lexis, ReSearchTX, PACER)
- Experience with cloud-based storage solutions (Dropbox, Backblaze, OneDrive, Google Workspace, iDrive) and conversion software
- Member of the Capital Area Paralegal Association (CAPA)