

LITIGATION PARALEGAL / SUPPORT SPECIALIST

(revised 4/2023)

Job Title: Litigation Paralegal / Support Specialist
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 DUTIES AND 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 and drafting assistant software
- 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)
- Time and billing
- Demonstrate a high level of ethical conduct and ability to maintain confidentiality of sensitive client and personnel information
- Perform other special projects and duties, as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of legal language and principles, research methods, court pleadings and processes, recordkeeping systems, and other related matters
- Working knowledge of e-discovery software (e.g., Logikcull, Everlaw, Relativity, Disco, Odyssey, or 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.
- Advanced communication and interpersonal skills

- Advanced writing skills
- Strong attention to detail
- Strong time management skills with a proven ability to meet deadlines
- Ability to use standard office equipment such as computer, desk scanners, copiers, and scan faxes
- Ability to anticipate work needs and follow through with minimal direction; takes initiative
- Ability to quickly learn and integrate new technical skills and knowledge; seek out avenues to enhance technical skills
- Ability to perform at high levels in a fast-paced, ever-changing work environment and to pivot quickly, responding with flexibility to changing priorities and work demands
- Ability to act with discretion, tact, and professionalism in all situations
- Strong customer service orientation; proven ability to work and communicate with all levels of internal and external clients
- Ability to sit for prolonged periods at a desk/workstation
- Ability to execute tasks and make decisions with limited information

EDUCATION AND EXPERIENCE

- Minimum of 2-5 years in a in a similar role, preferably in a law firm, professional services or financial environment
- Associate's degree or equivalent college experience; bachelor's degree preferred
- Certificate from an accredited paralegal studies program and/or Master of Legal Studies
- 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

Please submit your résumé and salary requirements to Jacqueline Bien at jbien@lglawfirm.com.