

Litigation Paralegal Job Posting

Experienced Litigation Paralegal

****NO RECRUITERS, PLEASE****

Lloyd Gosselink Rochelle & Townsend, an established downtown Austin law firm, seeks a highly motivated Litigation Paralegal with solid technology skills for its litigation practice group.

This position 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 have ***solid paralegal and technology experience***, strong verbal and written communication skills, excellent time management skills—able to efficiently prioritize and complete tasks in a fast-paced environment. The ideal candidate will have exceptional attention to detail, team orientation, and at least 2 years of paralegal law firm experience.

What you bring:

- Experience managing and organizing large volumes of electronic documents, including tagging, filtering, searching, and reviewing document sets for legal relevance and privilege, including use of e-discovery software (Logikcull, Everlaw, Relativity, Disco, CasePoint)
- Advanced writing skills
- Advanced knowledge of Microsoft Office/O365 (Word, Outlook, Excel and PowerPoint)
- Associate of Arts or equivalent college experience
- Certificate from an accredited paralegal studies program and/or Master of Legal Studies
- Experience working within document management systems to store, retrieve, version, and organize legal files with accuracy and consistency (e.g., NetDocs, iManage, FileTrail, SharePoint, Salesforce)
- Ability to conduct thorough legal research using online databases and court filing systems to locate case law, statutes, and docket information (such as experience with Lexis, Westlaw, PACER)
- Litigation experience

Visit us at www.lglawfirm.com/our-firm/careers/.

Note:

- This is an in-person/ on-site position.
- Remote work is available one day each week after initial onboarding.

Pre-employment assessment(s) to evaluate skill levels and competencies required for the position may be given.