

Position Description

Position: Paralegal

Reports to: Administrator

Date: August 15, 2013

Summary: Paralegal performs a variety of duties to assist assigned attorneys according to established policies and procedures including all aspects of insurance related litigation. Keeps accurate billable time.

Essential Duties and Responsibilities:

- Provides high-level paralegal and administrative support to the firm's attorneys for litigation and insurance defense related matters.
- Follows the ethical requirements as set forth by the Rules of Professional Conduct.
- Conducts fact finding legal research using Westlaw and other resources to locate cases, depositions, opinions, reports and information related to the matter to assist attorneys.
- Creates and maintains high-level summarization of documents and indexing of records and case files.
- Prepares basic pleadings, notices, summons, subpoenas.
- Reviews documents for responsiveness to document requests under guidance of attorneys.
- Manages trial logistics (war room and court room setup), trial preparation including preparation of witness binders and trial binders, and compiles and tracks trial exhibits.
- Manages Concordance, Textmap, and other web-based databases.
- Prepares coverage charts.
- Assists with preparation of monthly and annual client reporting including summarization of claims.
- Works with expert witnesses, compiles and summarizes records.
- Schedules depositions and docket deadlines.
- Annotates electronic depositions.
- Prepares FOIA requests and tracks records.
- Prepares privilege logs.
- Analyzes and reviews insurance policies and related records.
- Analyzes data and prepares complex spreadsheets in Excel.
- Manages large scale document productions from start to finish.

Skills/Qualifications:

- Knowledge of legal principles and practices at a level normally acquired through formal paralegal training or its equivalent.
- Ability to handle confidential matters discretely, in a mature and responsible manner conducive to the position.
- Good organizational skills and detail-oriented individual.
- Experience in working well under pressure, i.e., conflicting and fluctuating deadlines, and effectively reprioritizing multiple tasks of equal urgency and importance with minimal supervision.
- Experience in effective problem-solving, involving complex situations that may present new challenges, actively using sound judgment in decision-making processes.
- Knowledge of legal phrases and terminology specific to litigation, as well as the ability to communicate clearly and concisely, both orally and in writing, including correct grammar, punctuation, spelling and sentence structure.
- Experience with litigation case management, including discovery and pretrial documents.
- Familiarity with the proper formatting of pleadings, proper citation form, constructing Tables of Authorities and Tables of Contents, as well as serving counsel and filing legal documents with the courts and administrative agencies.
- Knowledgeable about the e-filing procedures and court proceedings for state, federal and appellate courts, including the attachment of exhibits, and bates stamping of documents.
- Effective communication skills, including the ability to be courteous in handling situations patiently and tactfully.
- Experience with filing systems and managing voluminous documents.
- Ability to occasionally work more than 40 hours per week to perform the essential duties of the position; may require irregular hours.
- Ability to travel for extended trials.
- Technical Skills: Word, Excel, Concordance, Adobe Acrobat, Outlook, Powerpoint.

Education/Experience:

- Bachelor's degree in Paralegal Studies or Bachelor Degree and American Bar Association (ABA) Approved Paralegal Certification Program.
- Two years or more of previous experience in litigation and/or insurance defense.