

Entry Level Paralegal: National law firm is seeking an entry level litigation paralegal to join our Chicago office. The Paralegal will participate as a team member and assists attorneys, and more senior paralegals in various litigation matters by playing a key role in the work required to support the firm's clients. This hands-on position provides support to case teams in all aspects of litigation through trial and the appeal process. Availability for overtime is required and flexibility for travel is a plus.

ESSENTIAL FUNCTIONS:

1. Coordinates paper and electronic document collections, reviews and productions.
2. Creates, and maintains organizational systems for discovery phase of litigation, including, but not limited to, document collection, review and production tracking logs, privilege logs, deposition material, and exhibit logs.
3. Assembles exhibits and appendices for court papers, depositions and trials.
4. Maintains case file and workroom organizational systems.
5. Assists in preparation for depositions, hearings, and trials.
6. Understands database concepts and terminology. Assists and coordinates automated litigation support projects through utilization of technology.
7. Analyzes and reviews various documents as required by lawyers. Prepares documents, such as statistical charts and graphs.
8. Performs litigation due diligence searches, obtains docket sheets and other court papers utilizing electronic means such as PACER. Utilizes legal research software such as Westlaw and Lexis/Nexis for case retrieval and citation reference.
9. Complies with department and firm administrative procedures and policies.
10. Assists with department projects as needed and performs other work-related duties.
11. Responsible for billing a minimum of 1450 hours of client-related projects and other credited work.
12. Some lifting of boxes up to 20 pounds.

Requirements:

ESSENTIAL CAPABILITIES:

- Able to maintain strict confidentiality of the firm's internal and personnel affairs and client information. Understands ethics of position including ethical rules in regards to confidentiality, billing, and client representation and advocacy.
- Able to interact effectively and professionally with all levels of personnel, including attorneys, co-workers and administrators.
- Able to be a proactive, self-starter who understands the details within a much larger context.
- Must be flexible in order to respond quickly and positively to shifting demands and opportunities; able to work under tight deadlines.
- Able to plan, organize and complete multiple related activities.
- Able to problem solve and work with minimal supervision.
- Able to anticipate problems and issues and exercise independent judgment for resolution.

- Must deliver high quality work product and have the ability to follow up and follow through.
- Must possess the ability to work independently, as well as on teams, in a fast-paced environment.
- Able to effectively work in a multi-office environment and a culturally and educationally diverse environment.
- Must take ownership of deliverables and be accountable.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

Bachelor's degree or Paralegal Certificate and a minimum of one year litigation experience preferred. The position involves significant contact with lawyers, and paralegals and requires strong interpersonal, verbal and written communication skills. The entry-level paralegal must be a self-starter, highly organized and a team player.