

Position Description

Job Title: Senior Litigation Paralegal

Reports To: Paralegal Committee and assigned attorneys

FLSA Status: Non-Exempt

Summary:

Investigate facts and prepare files and documents to assist litigation attorneys by performing the below stated duties.

Essential Duties and Responsibilities include but are not limited to the following:

- Manage large-scale discovery and e-discovery matters, including document preservation, collection and productions.
- Provide hand-on operational litigation technology support, including but not limited to projects such as database creation and maintenance; importing images into databases; searching data; exporting data; reformatting and converting data; designing forms and reports; e-discovery processes; scanning, OCR and coding use.
- Organize and maintain case files using a variety of automated procedures.
- Assist with preparing attorneys and witnesses for depositions and court appearances, including without limitation by assembling case files and evidence.
- Prepare for trials in state and federal court, including managing trial support, creating and overseeing trial exhibits, setting up war rooms and attending trial to assist with presenting evidence, and traveling as needed.
- Review and summarize depositions.
- Manage and assist with finalizing witness affidavits.
- Review documents for privilege and draft privilege logs for attorney review.
- Perform legal and factual research.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Synthesizes complex or diverse information; collects and researches data
- Organizational – Prioritize multiple projects and responsibilities to meet deadlines..
- Design - Demonstrates attention to detail.
- Problem Solving - Identifies and resolves problems in a timely manner; skillfully gathers and analyzes information.
- Interpersonal Skills - Focuses on resolving conflict, not blaming; maintains confidentiality.
- Oral Communication - Listens and obtains clarification; responds well to questions; is able to communicate with clients and attorneys in a courteous, effective, and professional manner.
- Written Communication - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; contributes to building a positive team spirit; interacts well with others.
- Professionalism - Accepts responsibility for own actions; follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; pays attention to detail.
- Attendance/Punctuality - Is consistently at work and on time; is available based on attorney needs and

able to work extended hours as required; is present in the office and available in person, by telephone, and by email in order to facilitate communications and work product with attorneys and other staff.

- Dependability - Follows instructions and responds to management direction; commits to long hours of work when necessary to reach goals.
- Initiative - Takes independent actions and exercises reasonable judgment; asks for and offers help when needed.

Qualifications

To perform this job successfully, an individual should demonstrate the above stated competencies and be able to perform each essential duty satisfactorily. The requirements and responsibilities listed herein are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from attorneys, clients, staff, and the general public.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Office, Outlook, PowerPoint, Excel, Adobe, internet software and scanning and maintaining electronic files. Experience with Eclipse, Concordance, Trail Director or other database and trial presentation software is essential.

Certificates, Licenses, Registrations, Experience

Paralegal certification and/or an associate/bachelor degree and a minimum of 5 years of litigation paralegal experience is required.

Demands and Work Environment

Physical Demands: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Physical demands will include significant computer use. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Intent and Function of Job Descriptions

Job descriptions assist the firm in ensuring that qualified employees are selected. They are also helpful to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned as deemed appropriate.

Job descriptions are not intended as and do not create employment contracts or any other contractual relationship with any prospective or current employee. The firm maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.