Job Description

Litigation Paralegal

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| **Job Title** | Litigation Paralegal |
| **Department** | Paralegal |
| **Location** | Boston, MA |
| **Submit Resumes to:** | Danny.Ovando@jacksonlewis.com |

Focused on labor and employment law since 1958, Jackson Lewis P.C.’s 950+ attorneys located in major cities nationwide consistently identify and respond to new ways workplace law intersects business. We help employers develop proactive strategies, strong policies and business-oriented solutions to cultivate high-functioning workforces that are engaged, stable and diverse, and share our clients' goals to emphasize inclusivity and respect for the contribution of every employee.

The Firm is ranked in the First Tier nationally in the category of Labor and Employment Litigation, as well as in both Employment Law and Labor Law on behalf of Management, in the U.S. News - Best Lawyers® “Best Law Firms”.

This position is located in Boston, MA and reports to the Office Administrator.

In this role, the paralegal will work with multiple attorneys providing a full range of litigation support including, but not limited to the following:

**Duties and Responsibilities:**

· Assist with preparation of pleadings and discovery in federal and state court civil matters and arbitration proceedings

· Analyze, review and organize privileged documents and data from materials produced during discovery and prepare/coordinate document production and responses to discovery questions

· Prepare deposition and record subpoenas according to state and federal regulations; coordinate production of third-party records and summarize records; prepare and respond to discovery requests; prepare deposition outlines and summaries

· Trial preparation including management of trial exhibits and other trial-related assistance

· Assist with preparation of federal and state administration filings

· Cite-checking and shepardizing/assistance with motion preparation

· Conduct Lexis and Pacer research and other research as needed

· Draft investigative reports and summarize documents such as witness interview summaries and deposition or medical record summaries

· Keep abreast of developments, procedures and rules in the forums where the office practices

· Flexibility to work overtime as needed

**Skills and Educational Requirements:**

· High school degree required; Bachelor’s degree preferred

· Minimum of 3 years of law firm (paralegal) litigation experience preferred

· Experience in labor and employment law as well as Compulaw preferred

· Excellent written and verbal communication skills

· Strong interpersonal, organizational and project management skills

· Proficiency with Word, Excel and other office tools, including document management platforms

· Detail-oriented; ability to multi-task and work within deadlines

· Knowledge of state and court agency rules

· Ability to work autonomously and as part of a team

Jackson Lewis understands that embracing our differences makes us a stronger, better firm. We appreciate the importance of having a workforce that reflects the various communities in which we work and we strive to create an inclusive environment where diverse employees want to work and where they can flourish professionally. In furtherance of our culture, all qualified applicants will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, marital status or any other characteristics protected by law.