

JOB DESCRIPTION

JOB TITLE: Paralegal – Litigation Department

Basic Function:

This position is responsible for assisting an attorney in providing legal services to clients by performing tasks of a routine nature under supervision by an attorney.

Nature and Scope:

This position functions under the general supervision of a designated attorney. His/her work is also supervised on a case-by-case basis by the attorney who has given him/her a specific project. A secretary reports to this position. Working contacts include attorneys, staff and clients.

Principal Duties:

The principal duties of this position include the following:

1. Drafting correspondence.
2. Interviewing clients.
3. Preparing deposition summaries.
4. Scheduling and preparing for depositions.
5. Drafting pleadings.
6. Responding to discovery requests.
7. Organizing and maintaining files.
8. Performing other duties as required.

Minimum Qualifications:

The minimum qualifications for this position include the equivalent of a high school education plus at least two years relevant on-the-job experience, or a four-year college degree, or successful completion of the Certified Legal Assistant examination. An excellent knowledge of computers is also required.