

## Paralegal/Legal Assistant –Litigation

### **Responsibilities & Knowledge:**

- Keeps cases organized by establishing and organizing files; monitoring calendars; meeting deadlines; inputting information into file database and confirming case status with attorney
- Preparing pleadings
- Arranging examinations for discovery and trial dates
- Conduct legal research
- Prepare court materials such as application records, books of authorities, appeal records and appeal books
- Enhances trial proceedings by organizing evidence; preparing exhibits; scheduling witnesses; ensuring that witnesses are ready when needed
- E-filing legal documents
- Preparing settlement documents
- Ensuring deadlines are met and limitation dates are adhered to
- Corresponding with clients

### **Qualifications:**

- Minimum 2 year experience as a Paralegal/legal Assistant
- Well versed in the trial preparation
- Must have strong client service skills
- Excellent word processing and proofreading skills
- Must be highly organized, detail-oriented and have ability to multi-task & prioritize
- Ability to work independently and as part of a team