



## JOB DESCRIPTION

Position Title: Litigation Paralegal

Job Code:

FLSA Status: Non-Exempt

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## POSITION PURPOSE

The Litigation Paralegal assists in the planning and implementation of policies and protocols designed to facilitate effective and efficient handling of all litigation managed by The Firm. This position stores, indexes and classifies litigation records for on-site files and off-site storage, develops and maintains filing systems for litigation matters, manages record retention and disposal schedules, ensures compliance with litigation holds, manages transition from paper to electronic records management, monitors access to litigation records, responds to internal and external information requests. The Litigation Paralegal processes new litigation matters, assists with the scheduling of meetings and depositions, and assists with responses to discovery requests. The position is also responsible for other duties as assigned.

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## RESPONSIBILITIES AND TASKS

- Provides support for litigation attorneys.
- Assists attorneys with responses to discovery requests.
- Manages attorney protocols and schedules meetings and depositions.
- Processes new litigation matters.
- Stores, indexes and classifies litigation records for on-site files and off-site storage.
- Completes special projects and other duties as requested to support needs of organization.
- Understands different departments and their role in the office.
- Communicates effectively in person, by phone, fax, mail and email with internal/external contacts.
- Manages record retention and disposal schedules for litigation files.
- Ensures compliance with litigation holds and coordinates with records management systems, policies and procedures.
- Monitors access to litigation records and responds to internal and external information requests.
- Develops and maintains filing systems for litigation matters.
- Organizes, plans, and manages time effectively to complete assignments.
- Meets position requirements and performs essential functions.
- Networks with co-workers to share best practices.
- Develops strategies and aligns work to achieve goals.
- Completes mandatory training and courses required by completion date.
- Demonstrates general computer skills, knowledge of Microsoft Office software, and other software.
- Troubleshoots minor technical issues and seeks appropriate assistance when necessary.
- Reports questionable situations, concerns, complaints or harassment immediately.

## COMPETENCIES

<b>Accountability</b>	Taking ownership for responsibilities and commitments, and their outcomes.
<b>Business Acumen</b>	Understanding the context, needs, and key factors associated with achieving business goals and objectives.
<b>Change Agility</b>	Effectively anticipating, preparing for, facilitating, leading, and supporting sustainable positive change.
<b>Collaboration</b>	Contributing and capitalizing on the talents of diverse stakeholders to achieve common goals while respecting individual needs.
<b>Communication</b>	Conveying, understanding, acknowledging and incorporating information, news, ideas and feelings, using a variety of methods.
<b>Leadership</b>	Engaging relevant parties, building a compelling vision of desired outcomes, generating energy and enthusiasm, and empowering others to take action by removing obstacles and building accountability.
<b>Personal Growth &amp; Development</b>	Devoting time and energy to expand knowledge, skills, and abilities; and seeking new experiences or career opportunities.
<b>Quality &amp; Customer Satisfaction</b>	Committing oneself to maintain a high standard of excellence while also meeting or exceeding customer expectations.
<b>Talent Management</b>	Attracting, engaging, retaining, and developing high-performing individuals and teams to meet current and future business needs.
<b>Job/Technical Proficiency</b>	Demonstrating the appropriate breadth and depth of knowledge and skill specific to one's profession, function or job discipline.

## POSITION REQUIREMENTS

**License or Certification:**

- Paralegal certificate

**Minimum Qualifications:**

- Minimum of three years litigation paralegal experience

**Machines, Equipment Used:**

- General office equipment such as computer/laptop, telephone, copy/fax machine, calculator, scanner, etc.
- Microsoft Office software, to include Outlook, Word, and Excel.

**Physical Requirements:**

- Visual acuity, speech recognition, speech clarity.
- Ability to lift, lower, push, pull, and retrieve objects weighing a minimum of 15 pounds. Reasonable assistance may be requested when lifting, pushing, and/or pulling exceeds these minimum requirements.

**Skills and Abilities:**

- Oral communication, written communication, fluency in English, active listening.
- Information ordering, deductive reasoning, social perceptiveness, time management, critical thinking.
- Ability to coordinate, analyze, observe, make decisions, and meet deadlines in a detail-oriented manner.
- Ability to work independently without continuous supervision.

**Environmental Conditions:**

- Indoor, temperature controlled, smoke-free environment.
- Handicapped accessible.
- May work under stressful circumstances at times.

**Proficiency or Productivity Standards:**

- Has regular, reliable, and predictable attendance and punctuality.
- Adheres to dress code including wearing ID badge.
- Adheres to Standards of Business Conduct.
- May be required to work weekdays and/or weekends, evenings and/or night shifts if needed to meet deadlines.
- May be required to work on religious and/or legal holidays on scheduled days/shifts.
- May be required to perform other duties as assigned by supervisor.
- This position will support cultural diversity by promoting and maintaining an inclusive work environment and culture that is respectful and accepting of diversity.

All job descriptions approvals and performance evaluations are conducted electronically. Under extenuating circumstances, paper templates can be requested from Human Resources or a member of leadership within the firm.