

Litigation Paralegal

Jacksonville, FL

SUMMARY

Under the direction and supervision of an attorney, performs a range of substantive case, matter or entity related duties that requires a significant knowledge of legal concepts. Paralegal will work closely with attorneys on litigation matters, assisting with all aspects of case preparation from commencement through settlement, trial, or appeals. Performs a variety of duties such as preparation of drafts of legal and other documents and correspondence for attorney review, compiling, analyzing and summarizing information, and coordinates efforts between attorneys, clients, outside legal counsel, opposing counsel, other parties and outside vendors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Drafts simple pleadings and/or assists attorneys with motions, subpoenas, deposition notices, and court filings, including verifying and blue booking case citations, assembling exhibits, creating table of contents, table of authorities, appendices, and such other documents requested by attorneys.
- Organizes all necessary documents for depositions, hearings, trials or arbitrations.
- Summarizes depositions and compiles key testimony into case database.
- Demonstrates knowledge of applicable administrative rules, court rules and judge's procedures and assists attorneys with electronic filing and service of documents.
- Locates and reviews information applicable to a particular case, person or subject via online research or document reviews.
- Assists in the preparation of pretrial motions, trial binders, trial exhibits, etc.
- Assists attorneys at depositions, hearings, trials or arbitrations as needed, including preparing and managing exhibits and all evidentiary matters, witness lists, files and subpoenas, coordinating attendance with witnesses, etc.
- Assists in identifying, obtaining, and managing client documents, including electronic data, and determining potential existence of documents that may be relevant to each case.
- Regularly conducts litigation, criminal, and civil background checks and obtains properly authenticated records as needed.
- Assists attorneys with all aspects of discovery, including using electronic document review platforms and conducting keyword searches of electronically-stored information.
- Accurately docketing and managing case deadlines on attorneys' calendars.
- Consistently and accurately identifying and preparing all documents for production including Bates-labeling and redacting for privileged and confidential information.
- Conducts online research and able to utilize the firm's library and electronic resources efficiently and effectively.

- Able to effectively manage multiple assignments, cases, and deadlines while maintaining a professional demeanor and timely seeks assistance when needed.
- Effectively communicates with attorneys, court personnel, clients, vendors, opposing counsel, and witnesses at various stages of the case.
- Reviews and ensures accuracy of vendor invoices and timely submits invoices to attorneys and secretary for processing.
- Willing and capable to offer assistance to others when needed.
- Perform such other tasks as may be assigned from time to time.

REQUIRED SKILLS

- Demonstrated ability to manage workloads from multiple attorneys, organize and prioritize to meet deadlines as assigned.
- Effective written and verbal communication skills; ability to summarize information clearly and concisely.
- Excellent phone, copier, scanner, fax, printer, and computer skills, including Microsoft Office (Word, Excel, PowerPoint, Outlook, and OneNote), WestLaw, Nuance, Adobe, Legal Document Management System, iManage, WorkShare, CoreRelate 3.0 *minimum*, or similar document management program.
- Demonstrated ability to summarize depositions and hearing transcripts.
- Familiarity with State and Federal Civil Practice Rules.
- Familiarity with state and federal court and administrative agency electronic filing requirements and procedures.
- Experience tracking of court and other hearing dates and other deadlines relevant to the practice.
- Demonstrated ability to successfully work independently as well as within team.
- Attendance and Punctuality. Be consistently at work and on time, arrive at meetings and appointments on time, ensure work responsibilities are covered when absent.
- Demonstrated ability to promptly respond to attorney and client requests for service and assistance.

QUALIFICATIONS

- Bachelor's degree and/or paralegal certificate; or equivalent combination of education and experience in lieu of degree
- Minimum of three years of litigation experience
- Trial prep experience
- Ability to work overtime, as needed

Equal Opportunity

Smith Gambrell Russell, LLP is an equal opportunity employer. We recruit, hire and promote all persons without regard to race, religion, color, sex, age, national or ethnic origin, disability, sexual orientation, political affiliation, veteran status, marital status or any other factor protected by applicable law. The Firm is comprised of individuals with diverse cultural, social, economic and personal backgrounds. We believe diversity enhances our workplace and ability to serve our clients' needs.