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ATTORNEYS AT LAW

**Position: Paralegal: Litigation Practice Group**

**Status: Full-Time/Non-Exempt**

**Effective: pending**

## **Job Summary**

The Paralegal supports the Litigation Practice Group by providing comprehensive legal and administrative assistance to attorneys throughout all phases of litigation. This position is responsible for managing litigation matters from inception through resolution, including opening and closing case files, drafting pleadings, preparing and responding to discovery, and corresponding with clients. The Paralegal assists with mediation and trial preparation, manages scheduling and filings, and performs general office administrative duties as needed.

## **Essential Functions**

- Use Microsoft Word, Outlook, PowerPoint, Kofax, and other job-specific applications to draft correspondence, pleadings, and legal documents from verbal or written instructions, notes, rough drafts, or other materials that may be complex or difficult to interpret; prioritize work assignments; and proofread and edit materials for accuracy in grammar, spelling, punctuation, formatting, syntax, and content.
- Open new client files in collaboration with the Intake Clerk and maintain files in a timely and organized manner.
- Review and analyze records and case-related documents.
- Assist with preparation for trials, hearings, mediations, and other case proceedings.
- Establish and maintain both physical and electronic case files.
- Maintain calendars, including docketing discovery deadlines, pleading deadlines, and court dates.
- Enter time and billing information as requested by supervising attorney(s) and coordinate with the Billing Specialist to clarify or correct entries as needed.
- Perform additional duties as assigned by administrative management to support the efficient operation of the firm.

## **Skills & Qualifications**

- Proficient to advanced proficiency in the Microsoft Office Suite.
- Ability to independently manage tasks and projects, including taking initiative to anticipate the needs of supervising attorney(s).
- Strong time-management skills with the ability to work independently and meet deadlines.
- Proven ability to collaborate effectively as a team member to complete projects on time.
- Excellent attention to detail and accuracy.
- Ability to organize and manage complex case files, records, and related materials.
- Strong communication skills across multiple formats, including verbal, written, electronic, and presentation platforms.
- Willingness and ability to learn and use databases and specialized software necessary to perform job responsibilities, including but not limited to PerfectLaw, the firm's case management and time-and-billing systems, Odyssey, and PACER.
- Demonstrated discretion and ability to maintain confidentiality.

## **Experience**

- Litigation experience required.