**Paralegal Job Description**

Objective:

To manage the tasks and timelines of employment law cases from signing up a new client through case resolution.

Essential Functions:

Paralegals provide project management support to attorneys, including, but not limited to:

* Prepare legal documents, forms, pleadings, correspondence, discovery documents, and other filings. Organize and maintain documents in electronic filing system;
* Prepare, file and serve all pleadings and other court documents in litigation;
* Manage and coordinate schedule and deadlines for all cases of assigned attorney(s);
* Manage attorney(s) calendar, avoid conflicts and monitor scheduling order/pre-trial deadlines;
* Schedule appointments, telephone conferences, depositions, etc.;
* Prepare and coordinate discovery requests and responses;
* Request personnel files;
* Process daily mail, calendar deadlines;
* Assist with trial preparation including tasks such as organizing exhibits;
* Proofread filings, briefs, documents and letters;
* Communicate with clients re: updates and questions;
* Keep attorneys and others updated on case status via case status meeting updates or other means. Propose next steps as necessary;
* Liaise with attorneys regarding the status of files, important incoming mail, deadlines and/or other client information;
* Arrange for conference rooms, engage court reporters and other tasks as needed for depositions and mediations; and
* Other administrative assistance, as requested.

Essential Skills

* High school diploma. Prefer Bachelor or Associate Degree in Paralegal Studies or a Paralegal Certificate or relevant experience
* Demonstrated ability to supervise others
* Ability to work independently
* Ability to work effectively under pressure
* Proficient and accurate typing skills
* Possess intermediate knowledge of document management and practice management systems
* Possess intermediate knowledge of MS Word
* Excellent communication and proofreading skills
* Maintain a professional and courteous manner with those internal and external to HQ
* Possess excellent organizational skills and independent problem-solving skills
* Demonstrate interpersonal skills when managing projects and staff
* Adaptable and flexible in a complex changing environment