

JOB DESCRIPTION

POSITION TITLE: Litigation Paralegal
REPORTS TO: Attorneys and Administrator
FLSA STATUS: Non-Exempt
EFFECTIVE DATE: August 2014

This Job Description outlines the basic requirements, duties and general responsibilities of the position of litigation paralegal. This position is “at-will,” which means the Firm may terminate the employment relationship without notice at any time for any or no reason. Similarly, the employee may terminate the employment relationship without notice at any time for any or no reason.

The headings in this Job Description are for reference only and shall not affect its interpretation.

Summary:

The litigation paralegal performs a variety of duties to assist attorneys in accordance with the Firm's established policies and procedures. The litigation paralegal is not authorized to, and shall not under any circumstances engage in, the practice of law as defined under Colorado law. The litigation paralegal exercises discretion and independent judgment in the performance of the job duties. The litigation paralegal maintains positive contact with clients and observes confidentiality of client matters; competently performs litigation and general paralegal duties as discussed below; and keeps accurate time records on a daily basis.

Primary Duties and Responsibilities:

The following duties are an overview of the primary duties and responsibilities of the litigation paralegal and should not be considered an all-inclusive list.

1. General Duties

- a. Complies with the ethical requirements set forth in the Colorado Rules of Professional Conduct. The litigation paralegal is not authorized to, and shall not under any circumstances engage in, the practice of law as defined under Colorado law.
- b. Observes confidentiality of all Firm clients and the Firm.
- c. Ability to travel to private and public buildings, locally and statewide, via private or public conveyance to assist attorneys in attending to client needs on legal matters.
- d. Exercises discretion and independent judgment in job performance.
- e. Prepares initial drafts of correspondence, forms, filings and other documents, as requested by and under the supervision of the Firm's attorneys.
- f. Consistently promotes a professional image of the Firm at all times.
- g. Performs other duties as may be assigned from time to time.

2. Litigation Duties

- a. Monitors case calendars and dockets deadlines. Works with attorneys to apprise them of and assists them to meet those deadlines.

- b. Reviews and analyzes cases in order to assist in preparation of case for trial.
- c. "Primary responsible person" to manage and control all case documents.
- d. Prepares initial drafts of certain pleadings, motions, disclosures, discovery requests and responses, correspondence and related documents.
- e. Establishes, organizes and maintains attorney trial and case notebooks, expert witness notebooks, document indices and lists.
- f. Locates and confers with expert witnesses and resource people. Arranges for expert witness inspections with approval of counsel of record and specified parties.
- g. Coordinates and confers with opposing counsel and paralegals to agree upon schedules and deadlines.
- h. Contacts and interviews parties, witnesses and experts and obtains written statements from witnesses when appropriate.
- i. Conducts factual and some legal research to locate cases, depositions, opinions, reports and information related to the matter.
- j. Review and outlines depositions, indices and summarizes documents.
- k. Coordinates electronic discovery.
- l. Utilizes computerized litigation techniques and software when applicable.
- m. Assists in trial preparation by preparing initial drafts of Pre-trial Orders, Form Instructions to the Jury, Requested Voir Dire of Jurors, Conduct Jury Investigation, Prepare Witness and Exhibit Lists, Motions in Limine and Subpoenas. Coordination of witnesses.
- n. Assists in the trial of the case, including scheduling of witnesses and organization and control of exhibits.

Knowledge, Skills and Abilities Required:

1. Knowledge of legal principles and practices at a level normally acquired through formal paralegal training or its equivalent. Paralegal certificate or comparable work experience.
2. Proficiency in legal terminology, legal and factual research, word processing, docketing and electronic mail software.
3. Approximately 5 to 7 years on-the-job experience in order to possess expertise needed to do substantive legal support work. Experience with LawToolBox, Summation, Outlook, ICCES, and ECF is preferred.
4. Ability to organize and prioritize numerous tasks and complete them under time constraints.
5. Ability to concentrate and pay close attention to detail for up to 80 percent of the work time when evaluating legal matters. Work occasionally requires a high level of mental effort and strain while organizing and maintaining multiple cases.
6. Ability to sit at a desk and work with documents and/on a computer for extended periods of time.
7. Ability to proofread typed material for contextual, grammatical, typographical or spelling errors.
8. Effective interpersonal skills, including communicating in person, by e-mail and by telephone.

9. Ability to follow instructions effectively from a diverse group of clients, attorneys and staff, and provide information with ordinary courtesy and tact.
10. Ability to work non-standard hours, including occasionally working evenings, weekends and holidays, as necessary to meet the needs of the Firm and its clients.
11. Competently operate standard office equipment, such as computers, photocopiers, fax machines, and typewriter.
12. Ability to read, write, speak and understand the English language at a level adequate to perform the duties of the position. Requires strong basic math skills.
13. Ability to establish and maintain positive working relationships with supervisors, co-workers, subordinates, and outside vendors.

Working Conditions:

This position predominantly involves sedentary work in an office environment; however, the litigation paralegal also will be required to travel to private and public buildings, locally and statewide, via private or public conveyance to assist attorneys in attending to client needs on legal matters.

1. Use of sensory activities such as talking, seeing, and hearing, will be required frequently.
2. Ability to stand, walk, sit, kneel, stoop, bend, lift, squat, push, pull, pinch, grip, reach over head, reach away from body, and perform repetitive motions.
3. Ability to retrieve and distribute print volumes, push and pull packages, and books weighing up to 20 pounds and ability to retrieve and replace objects from shelves of up to 8 feet high. Ability to lift boxes of documents and push carts of litigation materials.
4. Work will involve periods of high mental and/or emotional stress.