

Litigation Paralegal

Christensen & Jensen, P.C

About us

Christensen & Jensen is a Salt Lake City-based law firm that has been providing legal services since 1949. The firm specializes in several areas, including commercial litigation, personal injury, real estate, insurance disputes, and professional liability. Our experienced attorneys represent both plaintiffs and defendants, pursuing both claims and defenses in a variety of settings, including investigation, pre-litigation, negotiation, mediation, arbitration, traditional litigation, trial, and appeal.

Role Description

This is a full-time on-site role for a Litigation Paralegal. The Litigation Paralegal will be responsible for legal document preparation, document review, legal research, pleadings, motions, and other tasks related to supporting attorneys during commercial and personal injury (both plaintiff and defense) litigation proceedings.

Qualifications

- Experience in legal document preparation, document review, legal research, pleadings, and motions, including medical chronologies, billing summaries, and expert witness designations.
- Strong written and verbal communication skills.
- Excellent organizational skills and attention to detail
- Ability to work well under pressure and meet deadlines.
- Proficiency in Microsoft Office, Excel, and other relevant software.
- A paralegal certificate or equivalent experience and/or Bachelor's degree in paralegal studies, legal studies, or a related field is preferred.
- Experience working in civil litigation is a plus, preferably in insurance defense or personal injury.

Skills

Legal Research – pleadings – legal assistance – electronic filing – litigation – legal discovery – document review – organization skills – deadline oriented – interpersonal communication