

**PARR BROWN**  
**GEE & LOVELESS**  
**ATTORNEYS AT LAW**

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**Position Description**

**Job Title:** Litigation Paralegal

**Reports To:** Paralegal Committee and project-assigning attorneys

**FLSA Status:** Non-Exempt

**Summary:**

Work with and provide support to counsel clients in litigation matters, including throughout discovery, evidentiary hearings, and in trial. Substantial trial, arbitration, and evidentiary hearing experience required.

**Essential Duties and Responsibilities** include but are not limited to the following:

- Prepare for trials in state and federal court, including managing trial support, creating and overseeing trial exhibits, setting up war rooms and attending trial to assist with presenting evidence, and traveling as needed.
- Manage large-scale discovery and e-discovery matters, including document preservation, collection, and production.
- Provide hands-on operational litigation technology support, including database creation and maintenance; importing images into databases; searching data; exporting data; reformatting and converting data; designing forms and reports; conducting e-discovery processes; and scanning, processing, and coding documents for litigation use.
- Organize and maintain case files using a variety of automated procedures.
- Assist attorneys with preparation for depositions and court appearances, including by assembling case files and evidence.
- Review and summarize depositions.
- Manage and assist with finalizing witness affidavits.
- Review documents for privilege and draft privilege logs for attorney review.
- Perform legal and factual research.
- Regular, reliable in-office attendance.

**Competencies** – An applicant should demonstrate the following competencies:

- Analytical - Synthesize complex or diverse information; collect and research data.
- Organizational - Prioritize multiple projects and responsibilities to meet deadlines.
- Design - Demonstrate attention to detail.
- Problem Solving - Identify and resolve problems in a timely manner; skillfully gather and analyze information.

- Interpersonal Skills - Focus on resolving conflict, not blaming; maintain confidentiality.
- Oral Communication - Listen and obtain clarification; respond well to questions; is able to communicate with clients and attorneys in a courteous, effective, and professional manner.
- Written Communication - Write clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; able to read and interpret written information.
- Teamwork - Balance team and individual responsibilities; contribute to building a positive team spirit; interact well with others; help other paralegals as necessary with their workloads to meet deadlines.
- Professionalism - Accept responsibility for own actions; follows through on commitments.
- Quality - Demonstrate accuracy and thoroughness; look for ways to improve and promote quality; pay attention to detail.
- Attendance/Punctuality - Is consistently at work and on time; is available based on attorney needs and able to work extended hours as required; is present in the office and available in person, by telephone, and by email in order to facilitate communications and work product with attorneys and other staff.
- Dependability - Follow instructions and respond to management direction; commit to long hours of work when necessary to reach goals.
- Initiative - Take independent actions and exercise reasonable judgment; ask for and offer help when needed.

## **Qualifications**

An applicant should demonstrate the above stated competencies and the ability to perform the essential duties satisfactorily, which are representative of the knowledge, skill, and/or ability required.

## **Language Skills**

Ability to read, analyze, and interpret documents; to write reports and correspondence; to effectively present information to and respond to questions from attorneys, clients, staff, court personnel, and the general public.

## **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills**

Applicant should have knowledge of Microsoft Office, Outlook, PowerPoint, Excel, Adobe, internet software, and scanning and maintaining electronic files. Experience with Eclipse, Concordance, Everlaw or Trial Director is preferred.

**Certificates, Licenses, Registrations, Experience**

Paralegal certification and/or an associate/bachelor's degree is required. A minimum of 5 years of litigation paralegal experience is required.

**Demands and Work Environment**

Physical Demands: The physical demands described above, including significant computer use, are representative of those required of an applicant to successfully perform this job's essential functions.

**Reasonable Accommodations**

Reasonable accommodation may be made to enable individuals with disabilities to perform the listed essential functions.

**Additional Information**

Please send your resume with a cover letter specifying salary requirements to:

[bemery@parrbrown.com](mailto:bemery@parrbrown.com)