

POSITION DESCRIPTION

POSITION

LITIGATION PARALEGAL

PRACTICE GROUP

LITIGATION

LOCATION

BANGOR

POSITION DESCRIPTION SUMMARY

Reporting to the attorneys and ultimately to the Practice Group Leader, the paralegal will assist with all phases of litigation, which involves interaction with attorneys and clients. The paralegal will also provide varied support to branch office attorneys and procedural assistance to other paralegals and administrative assistants.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Prepare initial drafts of pleadings, motions, discovery requests and responses, appeals, and other related legal documents
- Investigate facts and gather information to assist attorneys in determining causes of action and litigation strategy
- Review and abstract deposition transcripts
- Prepare exhibit binders and other trial documents and assist attorneys during all phases of the trial process
- Participate in client meetings and work regularly with clients throughout the lifetime of a case
- Assist clients in preparing initial drafts of interrogatory answers and other client responses to discovery requests from the other parties
- Conduct witness interviews and prepare summary reports with respect to the same
- Organize, index, scan and summarize discovery materials
- Assist in management of case documents, including use of litigation support software and e-filing systems
- Other duties and projects that may be assigned

QUALIFICATIONS SUMMARY

The Paralegal should possess the following:

- High school diploma or equivalent
- Certificate or degree in legal, paralegal, or related studies preferred
- At least three years' paralegal or similar experience: focus on high volume of matters in litigation setting is preferred
- Thorough knowledge of court procedure and Maine and Federal Rules of Court
- High degree of accuracy and thoroughness in work product
- Good proofreading skills
- Exemplary written and oral communication skills
- Good interpersonal skills
- Skilled in the use of office equipment and network resources
- Ability to handle work confidentially and use independent judgment
- Sound reasoning skills
- Ability to be productive in a fast-paced environment
- Be a good team player and work well with employees at all levels
- Proficiency with Microsoft Word, Outlook and Excel
- Ability to follow instructions

PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus.

The employee may be required to push, pull, lift, and/or carry boxes containing exhibits and/or other legal documents up to 30 pounds.

The noise level in the work environment is usually moderately quiet.

Employee

Date