



<https://sales-executives.com/job/nashville-para-legal-litigation/>

## Litigation Paralegal

### Description

A boutique commercial litigation and transactional firm is seeking an experienced, detail-oriented paralegal to join our team. We value excellence, results, and professionalism in a collegial and unpretentious environment. Seeking someone proactive, organized, detail-oriented, and ability to discern when to ask questions.

### Responsibilities

Key Responsibilities:

- ☑ Assist in all phases of litigation, including pre-litigation tasks, discovery, trial preparation, and case management.
- ☑ Draft, proofread, transmit, file, and/or serve documents with accuracy and attention to detail.
- ☑ Organize, review, and analyze large volumes of documents.
- ☑ Maintain a meticulous calendar and electronic case files, ensuring all deadlines are anticipated and met.
- ☑ Exercise independent judgment in prioritizing tasks based on deadlines, client needs, and attorney schedules.
- ☑ Communicate effectively with attorneys and clients to ensure efficient case management.
- ☑ Collaborate with other paralegals and support staff
- ☑ Conduct thorough legal research and analysis to support case strategy.
- ☑ Utilize legal software and tools proficiently, including Microsoft Word, Excel, Outlook, Westlaw, and billing software such as Clio.
- ☑ Support cases in commercial litigation, construction, real estate, and/or bankruptcy (preferred but not required).

### Qualifications

Requirements:

- ☑ Previous experience working in a private law firm setting.
- ☑ Recent and substantive experience with Tennessee court systems (at minimum, state and federal courts), including scheduling, electronic and manual filing, service, subpoenas, and other aspects of working with the courts.
- ☑ Demonstrated experience in recording and tracking billable time and working within a billable hour structure.
- ☑ Ability to work collaboratively and professionally within a small team of driven individuals.

### Job Benefits

What We Offer:

- ☑ Competitive salary based on experience, with additional bonus opportunities.
- ☑ Employer-sponsored health insurance program, with optional vision and dental coverage.
- ☑ 401(k) program with a 3% employer match.
- ☑ Generous paid holiday schedule and PTO policy.
- ☑ A casual dress work environment with weekly group lunches provided.
- ☑ Convenient, central office location (Sidco Drive/I-65 area) with plentiful free parking.
- ☑ Direct collaboration with the firm's managing attorney and clients. Work is

### Hiring organization

Sales Executives

### Employment Type

Full-time

### Industry

Legal

### Job Location

Nashville, Tennessee

### Date posted

April 8, 2025

plentiful and varied. NO insurance defense, medical record review, or personal injury.

This is an in-office position with some flexibility for occasional work from home.