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Paralegal

Description

Our client is a well-established local law firm is seeking a highly motivated and detail-oriented Paralegal to join our team. The ideal candidate will have at least 4 years of experience, preferably in mass tort or personal injury law, and a strong understanding of legal procedures in both State and Federal courts.

Responsibilities

- Draft, proofread, and format legal documents including Complaints, Discovery, Motions, and Subpoenas
- E-file pleadings and other court documents via State and Federal court systems (CM/ECF, PACER)
- Oversee service of process and manage court deadlines
- Organize and maintain electronic files using document management systems such as Filevine
- Request, summarize, and organize medical records
- Prepare and review correspondence
- Professionally answer incoming phone calls and take detailed messages
- Provide administrative support, including scheduling, calendar management, and file organization
- Perform clerical tasks such as photocopying, scanning, faxing, and data entry

Qualifications

- Minimum of 4 years' experience as a paralegal (mass tort or personal injury experience preferred)
- Strong organizational and multitasking abilities
- Excellent written and verbal communication skills
- Proficient in Microsoft Office Suite (Word, Excel, Outlook)
- Familiarity with CM/ECF, PACER, and Federal Civil Procedure
- Experience using document management platforms (e.g., Filevine)
- High attention to detail and accuracy in editing and proofreading
- Ability to maintain confidentiality and professionalism at all times

Hiring organization

Sales Executives

Employment Type

Full-time

Industry

Legal

Date posted

September 25, 2025