

Litigation Paralegal

Beck Redden LLP has an immediate opening for a full-time litigation paralegal. This candidate must have a minimum of 15 years' experience with the ability to work overtime as needed and travel as trial schedules necessitate. Commercial litigation and trial experience are a must. Our practice requires a professional who is reliable, detail-oriented and who possesses strong verbal and written communication skills.

Our firm's paralegals are an essential part of our team and must be able to self-direct, prioritize and manage multiple projects.

Job responsibilities include, but are not limited to:

- Assist attorneys in the preparation of pleadings, discovery requests/responses, correspondence, maintaining privilege logs, and other documents, including drafting, filing, and service of pleadings and discovery;
 - Assist attorney in preparing for trials, hearings, depositions, conferences and meetings;
 - Assist with all aspects of trial and preparation for trial;
 - Thoroughly edit, draft, and proofread documents;
 - Assist attorneys in gathering pertinent data, documents, and records, and assist with case management for preparation before hearings and depositions;
 - Contact various agencies, parties, counsel, and witnesses, both verbally and in writing, for the duration of a case regarding scheduling, discovery, and other case management issues;
 - Ability to work in a team environment;
 - Excellent communication skills with both internal and external clients;
 - Knowledge of and ability to follow full life cycle of a case;
 - Great attention to detail and ability to multi-task;
 - Working knowledge of the court system, Civil Rules of Procedure (state and local), and electronic court filing systems;
 - Working knowledge of Relativity, Trial Director, Case Map/Text Map, Microsoft Suite (PowerPoint/Excel/Word), Westlaw and Adobe Pro;
 - Experience with iManage is a plus;
 - College degree or certification preferred.
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