



JOB DESCRIPTION

LITIGATION PARALEGAL

FLSA: Non-Exempt
Department: Accounting
Reports To: Executive Director
Approved on: November 6, 2021

Newmeyer Dillion, a regional firm consistently named among OCBJ's Best Places to Work, is a multi-service law firm that provides both litigation and transactional representation. The Firm has gained national recognition for its construction and insurance work, the firm provides representation in a comprehensive range of practice areas including: business and real estate litigation, real estate and corporate transactions, labor and employment, land use and eminent domain, environmental, entertainment and cyber security. This position will be based out of the firm's Newport Beach office.



Essential Duties and Responsibilities include, but are not limited to:

- Supports attorneys and other paralegals with reviewing, organizing and summarizing case materials, mail and other case related documents.
- Assists in preparing tender letters.
- Assists in the preparation of matrices and other charts and spreadsheets as needed.
- Reviews and summarizes discovery as needed.
- Creates, revises, and proofreads documents with high accuracy.
- Must be able to assist with mediation and trial preparation.
- Performs general case management and other duties as assigned.
- Performs document management utilizing firm software to include Microsoft Office iManage and e-Discovery platforms.
- Performs legal research using Westlaw, the internet and various government agency sites.
- Maintains professionalism with potential exposure to clients and/or outside counsel.
- Keeps accurate time records for both billable and non-billable tasks.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

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Education/Experience Requirements

- Undergraduate degree and ABA approved paralegal certificate required.
- Approximately 3-5 years of litigation experience preferred.
- Excellent verbal and written communications skills in English.
- Excellent verbal and written communications skills in Spanish preferred.

Knowledge, Skills and Abilities

- Interpersonal skills necessary in order to communicate in person or by telephone and email, and follow the instruction effectively from other members of our staff and provide information with ordinary courtesy and tact.
- High degree of self-directed initiative and individual judgment.
- Ability to concentrate and pay close attention to detail when performing assignments.
- Ability to manage competing demands in a fast-paced environment.
- Ability to multi-task and work on multiple assignments and tasks, as well as have the ability to prioritize based upon deadlines, matter significance and client need.
- Ability to organize documents (alphabetical or numerical) and file with accuracy.
- Must be able to recognize and comprehend facts and legal assignments.
- Ability to analyze pleadings and maintain databases.
- Completion of tasks in a timely fashion, meeting deadlines, and effective time management.
- Must be very detail oriented.
- Ability to locate and retrieve necessary documents as needed.
- Strong verbal, written analytical organizational and interpersonal skills.
- Proficiency in, and ability to use, standard office equipment, including but not limited to telephones, personal computer, photocopy machine, fax machine, binding machine, and Equatrac machine.

Physical Environment and Working Conditions

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

- Normal office environment with little exposure to excessive noise, dust and temperature extremes.
- This position routinely uses standard office equipment such as computers, phones, multi-function devices (copy, fax and scanning machines), and filing cabinets.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; sit; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Light lifting of 10 pounds or less is required on a regular basis, with some lifting of up to 25 pounds.
- Work may require more than 40 hours per week to complete the essential duties and primary responsibilities of the position.
- Some travel may be required to courts, depositories, and other locations.