

NURSE PARALEGAL– Cleveland Office

Weston Hurd is looking for a nurse paralegal with at least 5 years of nursing experience and at least 2-5 years of legal experience to immediately support our litigation team. Full-time or part-time option.

Duties/Responsibilities:

- Case evaluation
- Reviewing and organizing medical records/documents necessary to present claims
- Medical research
- Medical timeline chronologies
- Assisting with attorney preparation for and attending depositions alongside attorneys and assisting with pre-trial discovery
- Locating, communicating and working with medical experts throughout the country

Required Skills/Abilities:

- Registered Nurse with prior legal experience on medical malpractice, personal injury and long-term care cases
- Proficient with Microsoft Office Suite or related software
- Excellent verbal communication skills
- Strong writing, analytical and organizational skills