

Job Description

Litigation Paralegal – Columbus Office

Job Summary:

Paralegal will assist attorney(s) by providing clerical and research support services including document preparation and review; interviewing clients and witnesses; research, investigations, and fact checking; and trial preparation.

Duties/Responsibilities:

- Meets with attorneys, clients, and other professionals to discuss assigned cases or projects.
- Interviews clients and witnesses and prepares summaries of their statements.
- Prepares, organizes, stores, and retrieves case files, which may include evidence, exhibits, depositions, pleadings, exhibits, and other items.
- Obtain, review, and summarize medical records and deposition transcripts.
- Assists attorneys with trial preparation, which may include attending trials and hearings.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Understanding of legal language and principles, research methods, court pleadings and processes, and other related matters.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to function well in a high-paced and at times stressful environment.
- Ability to maintain confidentiality, and to exercise discretion and good judgment.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- Associate degree in Paralegal Studies or related field preferred.
- Bachelors degree in Paralegal Studies or related field preferred.
- Paralegal certificate preferred.
- Some related experience preferred.