

Litigation Paralegal

Internal Purposes Only: Paralegal 3

Torrance, CA or Sacramento, CA

Overview:

Our fast-paced firm has an opportunity for an experienced litigation Paralegal to join the firm's expanding practice. The paralegal assists with all aspects of the discovery and litigation process; investigates facts, propounds and responds to discovery, prepares third party subpoenas and prepares documents for filing in both Federal and State courts; conducts legal research and cite-checks briefs; reviews, redacts and prepares documents for production; maintains and organizes documents; and prepares calendar deadlines and assists with all aspects of pre-trial and trial preparation.

Essential Functions:

These are the essential functions of the position. Successful job applicants will be able to perform these essential functions with or without requested reasonable accommodations:

- Organizes and indexes case files and documents produced
- Determines pre-trial and trial calendars' deadlines
- Performs a wide variety of legal research and data compilation, with little or no supervision
- Assists with preparation of pleadings to be filed with the Court
- Prepares correspondence, declarations and compendium of evidence in support of dispositive motions
- Drafts a wide variety of legal documents in discovery, including third-party subpoenas.
- Reviews documents on document database and prepares for production along with a privilege log when necessary
- Prepares for mediations, arbitrations and trials
- Assists Attorneys at trial
- Assists Attorney in preparation for depositions
- Communicates with witnesses and experts and assists with preparation of anticipated testimony
- Assists with scheduling
- Enters billing and expense data into Firm system in a timely manner

Requirements:

- 5+ years of paralegal experience, preferably working in a labor/employment litigation practice.
- ABA-approved Paralegal certificate and a degree from accredited college or university.
- Experience in preparing attorneys for trials, arbitrations and mediations with little or no supervision.
- Experience with assistance at trial.
- Must have experience preparing third-party subpoenas (including calculation of all deadlines).
- Experience with trial preparation software, including Trial Director, LiveNote, CaseMap is preferred.
- Proficient in all Microsoft Office (including Word, Excel, PowerPoint, Outlook) Lexis-Nexis, WestLaw, Live Note, Relativity, Case Map, Docketing, Document Management System, expense and billing systems.

We are not working with outside recruiters for this position.

Contact:

To apply for this position, please submit your application through the blue APPLY NOW button on the top of the page. A link to the careers page can be found [here](#).

If you have any questions about this opportunity, please reach out to Brittney Padilla at Brittney.Padilla@ogletreedeakins.com with "California Paralegal" in the subject line.

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