

Matheny Sears Linkert & Jaime, a fastpaced Sacramento civil litigation firm, is seeking a full time paralegal. The ideal candidate must have experience in preparing deposition summaries, page lines, medical record summaries, discovery responses/summaries, general correspondence, status reports, large document productions and be well versed in trial preparation. Candidates must have strong organizational skills, and strong written and verbal communication skills. Candidates must be able to work under pressure and work independently. A good attitude and the ability to work with others in a team environment is necessary. Send resume to lpitzer@mathenysears.com

Job Type: Full-time