

Employment Litigation Paralegal

Cook Brown, LLP, a midsize labor and employment boutique law firm, is seeking an experienced paralegal to work with attorneys on all aspects of their practice. Primary responsibilities to include wage hour class action data collection, processing and spread sheet drafting, preparing pleadings and responding to discovery, research for briefs and motions, file maintenance as well as organization and preparation for trial. Ideal candidate will have client contact and witness interview experience along with strong computer skills including knowledge of Microsoft Office (Excel, Word, PowerPoint, and Outlook), Adobe Acrobat and Westlaw.

This Sacramento firm offers a competitive salary and benefits package including: PSP/401(k) plan; health, dental, life, long-term disability and vision insurance; PTO and sick leave.

Please email your resume and a brief cover letter including any hourly salary requirements and availability to HR@cookbrown.com.