

LITIGATION PARALEGAL – SACRAMENTO

Weintraub Tobin is seeking an experienced Litigation Paralegal for our Sacramento office. The successful candidate must be able to multi-task, enjoy working as part of a team, and demonstrate a first-class commitment to client service. Under minimal supervision, the litigation paralegal will be expected to carry out the following job duties and responsibilities:

REQUIREMENTS AND EXPECTATIONS:

- Organize documents and coordinate document productions including bates-stamping, redaction, duplication and indexing of documents.
- Perform various document searches in an e-Discovery database and conduct factual research on LexisNexis and the Internet.
- Create and maintain internal case databases including Importing and exporting documents, searching for documents, running productions, running analytics and email threading, document review and coding documents.
- Prepare for depositions by gathering and preparing documents relevant to the deponent, organizing exhibits and summarizing deposition transcripts.
- Work with attorneys and legal secretaries in the preparation and filing of all court documents.
- Act as a liaison between various internal departments, as well as outside vendors.
- Oversee the progress of documents through litigation, order transcripts/medical records, etc. from third party entities and fulfill requests from outside counsel and others.
- Prepare for and attend trials/arbitrations: Organize exhibits, files and all other supporting documents, coordinate trial set-up and logistics, and assist attorneys in the courtroom.
- Handle electronic presentation of exhibits.
- Discovery: Organize documents, review, analyze and summarize discovery responses, and respond to discovery requests. Prepare document subpoenas to third parties.
- Possess strong analytical and technological skills.

EDUCATION AND EXPERIENCE

- Minimum of 4-6 years of litigation experience.
- Paralegal certificate from ABA approved school is required.
- Bachelor's degree preferred.

- Working knowledge of Microsoft Office and litigation software applications including Casemap, Textmap, Relativity, Adobe Professional, and Sanction (or Trial Director).
- Superior attention to detail and organizational ability.
- Familiarity with Worldox or similar document management system.
- Ability to work simultaneously on a variety of projects and work effectively under pressure.
- Adept at working independently or on a team in providing timely service to attorneys.
- Communicates effectively with attorneys and legal personnel at all levels.

EQUAL EMPLOYMENT OPPORTUNITY

The Firm is an equal opportunity employer. It is Firm policy to provide equal opportunities to all qualified individuals regardless of race, color, creed, religion, national origin, sex, age, physical or mental disability, medical condition, marital status, sexual orientation, sexual identity, genetics, veteran status, or any other class protected under federal, state, or local law. This policy applies to all terms and conditions of employment. It is the intent of the Firm to comply with all applicable federal and state laws with respect to fair employment practices. The Firm will provide reasonable accommodation to qualified applicants and employees with a known disability or medical condition or for an employee's religious beliefs provided the accommodation does not cause undue hardship to the Firm. Any applicant or employee with a qualifying disability or medical condition, or a religious practice, that requires an accommodation in order for the employee to perform the essential function of his or her job, should contact Human Resources to discuss it further so the Firm can determine if a reasonable accommodation exists and can be provided.

Qualified candidates should send their cover letter and resume to recruiting@weintraub.com