

Arnold Gruber, Ltd. is looking for a highly motivated Litigation Paralegal. We are seeking candidates with excellent organization and communication skills who are goal-oriented, have the ability to prioritize conflicting demands, take initiative, demonstrate outstanding interpersonal skills and have the ability to effectively work in a group or independently.

Essential Responsibilities:

- Work with and meet deadlines and schedules.
- Work independently on discovery, document review, case management, file organization and trial support.
- Draft basic pleadings and memorandums in support of the litigation process.
- Accurate and timely calendaring and e-filing.
- Familiarity with and understanding of the civil litigation and appellate process.
- Maintain regular and consistent attendance at the Firm worksite.
- Work with clients in a professional and efficient manner.
- Additional responsibilities as assigned.

Requirements

- Highly proficient in MS Outlook, Word, and Excel.
- Knowledge of legal practices and procedures.
- Familiarity with standard business practices and general office procedures.
- Proficiency in using computers and related software applications.
- Knowledge of research procedures.
- Experience in preparing legal documentation.
- Minimum of 2 years of relevant work experience required.

Arnold Gruber, Ltd. IS AN EQUAL OPPORTUNITY EMPLOYER: Applicants are considered for positions without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, or any other consideration made unlawful by applicable federal, state or local law.

Benefits:

401(k)

Health insurance

Life insurance

Paid time off

Voluntary Dental insurance

Voluntary Vision insurance

Schedule:

Day shift

Monday to Friday

Work Location:

In person