



JOB DESCRIPTION

Job Title:

Litigation Paralegal – Chicago, IL

Department:

Paralegal

Reports to:

Director, Administrative Services

Effective Date:

April 1, 2024

Riley Safer Holmes & Cancila LLP (RSHC) is a diverse, service-oriented, and technologically sophisticated firm that is committed to providing legal and client service at the highest levels. We have a national litigation and transactional practice with more than 90 attorneys in offices located in Chicago, San Francisco, Irvine, Ann Arbor, and New York. Founded March 1, 2016, our partnership features leaders in many fields of litigation and transactions including class actions, white collar, product liability, real estate, intellectual property, mergers & acquisitions, and general litigation.

Job Summary:

The Litigation Paralegal is responsible for working closely with attorneys, assisting in all phases of the litigation practice, from pre-complaint to trial and appeal. The Litigation Paralegal will be responsible for managing all details throughout every phase of trial from investigations, pleadings, discovery, and attendance. The Paralegal will need to be able to multitask effectively and essentially to thrive in a busy, collaborative team-oriented environment with strong attention to detail.

We hold our firm out as practicing at the top of the profession. This means that the quality of this employee's work product must be excellent in all respects, reflecting the same level of precision and care exhibited by our partners, in which employees are putting the needs of the client first, working hard, collaboratively, and efficiently. Each of us is expected to perform at the top of our professions and deliver services to our clients which fulfill our identity as "a law firm built for clients". Every employee is expected to be committed to excellence, team oriented, collegial, and collaborative. These are essential qualities for this position. Employees should also demonstrate a proven track record of expertise with respect to the attached duties and skills.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

The following are essential job duties and responsibilities of the position. This list is not exhaustive, and other duties may be assigned as needed.

- Manages document production processes.
- Assists with the collection of material from client, opposing parties, and third parties (hard copies, electronic data, physical evidence).
- Manages logistics of production of documents – hard copy, images, natives.
- Perform substantive legal and factual research.
- Analyzes documents and materials.
- Prepares and coordinates for depositions.
- Research rules of procedure for relevant court venues.
- Coordinates preparation and filing of briefs and legal documents.
- Drafts routine filings (e.g. attorney appearances, notices of filings, notices of motions).
- Checks legal cites for proper format, content, and accuracy (Westlaw, Lexis; Blue Book).
- Compiles appendices and exhibits
- Manages service of process; files with court and serves on parties; coordinates with local counsel.
- Manages trial preparation, trial, and hearing preparation and support.
- Compiles and tracks trial exhibits.
- Prepares pretrial documents.
- Manages deposition and trial transcripts.

Required Skills/Abilities:

- Minimum of 4 years relevant experience.
- Demonstrated proficiency in NetDocuments or similar DMS, and MS Office programs.
- Proficiency in Outlook and ability to adapt to new software programs.
- Strong organizational skills, attention to detail, the ability to balance multiple tasks in a fast-paced environment, and the ability to manage confidential information with discretion.
- Excellent written/verbal communication skills, strong interpersonal skills, and the ability to work independently and as part of a team.
- Ability to prioritize and balance competing demands and meet deadlines in a fast-paced professional environment.
- Must have superior attention to detail and an ability to multi-task in a fast-paced, deadline-driven environment.
- High degree of motivation, with driving sense of responsibility, accountability, and responsiveness.
- Flexible and willing to work hours needed to fulfill the responsibilities of the position.

Education and Experience:

- Bachelor's degree, paralegal certificate, or relevant work experience
- At least four years related experience required.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Salary Range**\$ 75,000 - \$115,000**

The position is full-time exempt and requires standard employment screens, including a background check of educational, employment, and criminal histories. RSHC offers a comprehensive benefit package which includes medical, dental, vision, life insurance, short-term and long-term disability, and 401k.

RSHC is proud to be an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. RSHC is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.

No calls or solicitations from recruiters accepted.