

RILEY SAFER HOLMES & CANCILA — *JOB POSTING*

Litigation Paralegal – Chicago, IL

Riley Safer Holmes & Cancila (“RSHC”) seeks a Litigation Paralegal to support the firm’s attorneys in an environment where superior client service is emphasized and practiced. The Litigation Paralegal will assist attorneys with various substantive and administrative responsibilities from case inception to resolution. Primary responsibilities include assisting attorneys in preparation for and during court proceedings, conduct legal research, draft legal documents for review and use by attorneys, and coordinate request between multiple parties involved in litigation.

Essential Duties and 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.

- Case management for lifecycle of case from inception to completion.
- E-discovery proficiency including tracking of discovery documents and drafting responses.
- Prepare deposition notices and subpoenas, communicate with opposing and other party’s counsel on scheduling and logistics, plans and prepares for depositions.
- Manage expert discovery process including preparation of expert deposition notices, communication with expert on scheduling and logistics.
- Maintain and manage electronic databases and file storage systems.
- Coordinate and manage outside vendors.
- Draft and edit pleading and discovery requests/responses.
- Communication with clients, co-counsel, and opposing counsel.
- Functional knowledge of legal technology and software.
- Legal research using Westlaw, Bloomberg, and Lexis.
- Trial, mediation, arbitration, and deposition preparation.

Competencies

- A strong understanding of the scope of complexity of legal proceedings.
- Customer Service – Responds promptly to attorney needs and requests.
- Critical Thinker – The ability to gather relevant information, interpret and analyze data, and make informed decisions.

#ProudtobeRSHC
rshc-law.com



- Effective Communicator – The ability to communicate clearly and coherently (written and verbal), interpret information and adapt communication to suit particular situations and audience needs, creatively and factually.
- Temperament – Ability to work with little supervision, prioritize and anticipate work needs, and works well under well under pressure and short deadlines.
- Ethics – Keep client and firm information confidential at all times; understand and implement general rules of ethical behavior applicable to attorneys.
- Computer Skills - A strong knowledge of computer operation, internet software, spreadsheet software and word processing software; the use of Microsoft products is preferred. Has experience and/or aptitude to conduct electronic research and discovery as well as work with trial software.

Qualifications and Requirements

The ideal candidate is a college graduate with 5-7 years of related experience or equivalent combination of education, work experience, and training in a law office setting. A successful candidate must be able to work independently as well as with a team, have an acute attention to detail, take initiative, and is able to multitask and prioritize while working in a high pressure, deadline-driven environment.

About RSHC / Work Environment

RSHC is a service-oriented and technologically sophisticated midsize national law firm of litigators, trial lawyers, and transactional attorneys. Clients are the center of our mission. We align our interests with theirs and put the emphasis on efficiency and results. We care about our clients and each other, so we live our shared beliefs: driving innovation in the business of law, promoting diversity and inclusion, and serving our communities. We currently have almost 90 lawyers in offices in Chicago, San Francisco, New York, Ann Arbor, and Los Angeles/Irvine.

The team atmosphere is fostered not only by the lawyers, but by all members of the support staff. Our Firm's employees are proud of collaborating to serve firm clients. Our commitment to teamwork allows us to tap multiple fields of experience from our range of practice areas, ensuring our ability to meet each client's individual needs. Our team approach enables us to analyze a situation from several points of view until we uncover the advantage that makes the difference for our clients.

This is a non-exempt full-time position. Overtime work may be required from time to time, payable in accordance with the standard payroll practices for non-exempt employees of RSHC and subject to all withholdings and deductions as required by law.

This position requires pre-employment screenings which include a criminal background check and reference check.

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.