* Shepherding a high volume of cases through litigation and closing while reporting on progress.
* Discovery: tracking, managing, organizing, and analyzing discovery material from multiple sources.
* Anticipating discovery and investigative needs. Our paralegals are empowered to practice judgment and initiate the services needed.
* Tracking and docketing court and other deadlines; prioritizing accordingly.
* Drafting, formatting, filing, and ordering service of pleadings, motions, and briefs.
* Learning and adapting to attorney needs in preparing for depositions, hearings, and trials.
* Preparing for trial: compiling materials, preparing, and issuing subpoenas, managing exhibits, etc.
Collaborating with attorneys and staff to keep cases moving.
* Communication between all team members, from partners to administrators.
* Developing expertise in relevant state and federal court procedure and rules.
* Maintaining professional rapport and regular contact with our clients.
* Outstanding written and verbal communication skills.
* Proficiency with Microsoft Office (including Word, Excel, Outlook, PowerPoint) and comfortable with
learning new technology.
* Flexibility in responding to quickly shifting demands.
* Ability to mind and prioritize strict and conflicting deadlines.
* Maintain strict confidentiality of client and firm information.