

BUSINESS LITIGATION PARALEGAL

FOR MORE THAN 135 YEARS, WE HAVE BEEN A POWERFUL, INNOVATIVE FULL-SERVICE LAW FIRM HELPING TO BUILD THE AMERICAN WEST.

Fennemore Wendel isn't your average law firm, we're better. With fifteen offices in four states, you'll join a dynamic team that is setting trends, breaking molds and helping clients and employees thrive. You will be a part of an extraordinary group of individuals who collaborate and find solutions together -- a team that is inclusive, makes connections, and brings their passion and pride to all they do.

Together we strive to create an inclusive law firm that upholds respect for each other and our unique backgrounds. We commit on all levels to work together to promote equal opportunity, to understand and value differences, and to foster a dignified and diverse work environment.

We are looking for a seasoned full-time BUSINESS LITIGATION PARALEGAL to support our Oakland, CA office.

Total Rewards

- Competitive Base Salary + Annual Merit Increases
- Performance-Based Bonus Plan
- On-the-Spot Monthly Bonus Program
- Workplace Flexibility Options
- 401k Retirement Plan w/ Employer Match & Profit-Sharing Component
- Health, Dental and Vision Coverage + Employer Premium Contribution
- Employer-Paid Group Term Life Insurance
- Paid Time Off and Paid Holidays
- Employee Wellness Program
- Employee Assistance Program

Required Qualifications

- Minimum of 5+ years of experience as a business litigation paralegal;
- Bachelor's degree accompanied by a signed Declaration of Profession under Business and Professions Code Section 6450 or a paralegal certificate;
- Previous law firm experience and/or in-house experience;
- Superior organizational skills, attention to detail, and the ability to manage several projects to completion on a deadline; and
- Excellent verbal and written communication skills including the ability to interface with all levels within the firm and externally with clients and other professional advisors, as needed.

Responsibilities

- Assisting attorneys with complex business litigation matters and breach of contract disputes;
- Reviewing and summarizing deposition transcripts;
- Creating and maintaining case chronologies;
- Drafting discovery requests and discovery responses;
- Reviewing and organizing document productions for responsiveness, applying necessary redactions, and finalizing for production;
- Researching applicable case law; and
- Communicating with experts and clients.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills. Any employee may be required to perform duties outside of their normal assigned responsibilities as needed.

PLEASE CONSIDER APPLYING TODAY

Fennemore Wendel is an equal opportunity employer and encourages people from all social, economic and ethnic groups, and individuals with disabilities, to apply to our positions. Fennemore Wendel is dedicated to maintaining an atmosphere that promotes the diversity of personal backgrounds, experiences, abilities, perspectives and ideas. If your experience and qualifications are close to what you see listed here – even if not a perfect match -- please still consider applying. If you require assistance or need reasonable accommodations during any point in the application or interview process, please email employment@fennemorelaw.com.

Pay: \$95,000 - \$105,000/yr.