

Litigation Paralegal

Fisher Phillips, a national employment and labor law firm, is seeking an experienced Litigation Paralegal for its Sacramento office. Our range of experience enables us to bring efficient and practical solutions to today's labor and employment law problems. For more information about the firm, please visit us at our website at www.fisherphillips.com.

Position Summary

Paralegals should strive to perform high-quality billable work for the benefit of our clients and the support of our attorneys. We expect our paralegals to provide a high level of expertise in assisting clients and attorneys while managing a busy case and/or matter load. Paralegals are generally expected to record 1500 or more recorded billable hours during the performance year. The performance year begins October 1 and ends September 30.

The paralegal performs, under the direction and supervision of an attorney, substantive legal support work which, for the most part, requires a sufficient knowledge of legal concepts such that, absent the paralegal, the work would be performed by an attorney. The paralegal does not render legal advice to a client, ever.

The paralegal uses expertise and knowledge of the legal system and substantive and procedural law to perform the substantive legal support work under the supervision of an attorney; the paralegal must confer with and follow the direction of an attorney on any legal decision.

Primary Responsibilities

- Demonstrated effectiveness at obtaining and managing client documents, including electronic data, and determining potential existence of documents that may be relevant to each case.
- Regularly conduct litigation, criminal, and civil background checks and obtains properly authenticated records as needed.
- Effectively and regularly drafts for attorney review: removal documents, certificates of interested parties, answers, initial disclosures, various motions and orders, scheduling orders, protective orders, deposition notices, affidavits and declarations, discovery and our responses to discovery, settlement agreements, dismissal documents for attorney review, etc.
- Assists with preparation of motions for summary judgment; checking deposition cites, assembling exhibits, and creating the appendix.
- Consistently and accurately identify and prepare all documents for production including bates labeling and redacting for privileged and confidential information.
- Effectively assists in preparation for trial including managing exhibits and all evidentiary matters, witness lists, files and subpoenas, coordinates and attends witness prep meetings; assists at trial.
- Conducts online research and able to utilize the firm's electronic resources efficiently and effectively.
- Able to juggle multiple assignments and/or deadlines while maintaining a professional demeanor and timely seeks assistance when needed.
- Willing and capable to offer assistance to others when needed.
- Reviews and ensures accuracy of vendor invoices; timely submits invoices to office manager for processing.

Skills and Abilities

- **Attendance & Punctuality:** Be consistently at work and on time; arrive at meetings and appointments on time; ensure work responsibilities are covered when absent.
- **Communication:** Possess excellent verbal and written communication skills.
- **Customer Service:** Respond promptly to attorney and client requests for service and assistance; meet commitments.
- **Dependability:** Follow instructions; complete tasks on time; commit to the hours necessary to complete assignments; work independently.
- **Professionalism:** Approach others in a tactful manner; treat others with respect; react well under pressure.
- **Team Work:** Contribute to building a positive team spirit; support everyone's efforts to succeed.
- **Technical Skills:** Possess basic PC skills; Ability to use phone system, copier, scanner, fax, and printer.

Minimum Qualifications

- Minimum of a high school diploma required (College degree is preferred, but not required).
- Minimum of three - five years of experience required.

Benefits

Fisher Phillips offers a comprehensive benefits package for staff that includes medical, dental, and vision benefits, paid time off, paid holidays, 401(k) and profit sharing, life insurance, long-term disability, and an employee assistance program. We also offer optional benefits such as critical care, accident and hospital indemnity insurance, a student loan refinancing program, life insurance for dependents, and pet insurance.

No relocation costs. Principals only, no calls please.

We are committed to providing equal employment opportunities to all employees and applicants without regard to race, ethnicity, religion, color, sex (including childbirth, breast feeding and related medical conditions), gender, gender identity or expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, pregnancy, age, protected medical condition, genetic information, disability or any other protected status in accordance with all applicable federal, state and local laws.