

PARALEGAL – ENVIRONMENTAL LAW AND LITIGATION

Somach Simmons & Dunn, a mid-size environmental law firm, seeks a paralegal with a minimum 5 years of litigation experience that includes case management and trial preparation. This individual will work closely with attorneys and other paralegals handling cases in their day-to-day and pre-trial management. Essential functions include: Gather, organize, summarize and index documents from various sources. Draft correspondence, pleadings, discovery, motions, subpoenas, client reports and other related documents. Cite check and shepardize pleadings. Review and analyze discovery productions. Accurately maintain and update data to detailed client and case-specific databases. Assist attorneys in discovery preparation and implementation, and preparation for hearings and trials. Be able to analyze and accurately interpret court procedures and rules, and have a knowledge of federal and state court deadlines.

Requirements: A minimum 5 years of litigation/case management paralegal experience with either a four year degree or paralegal certificate. Ability to efficiently gather, maintain and organize information and voluminous documents. Ability to analyze, categorize and accurately summarize documents in an efficient manner. Organizational skills to work independently and meet deadlines. Time management skills to handle multiple tasks accurately. Must be computer literate and proficient on Word, Excel and Power Point; experience with Lexis and Concordance is a plus. Must be detail oriented and have ability to work in a fast-paced environment. Team player attitude is essential. We are looking for someone who can work independently and anticipate the needs of the client and the attorney who handles them. This is a great opportunity for a self-starter who likes to work closely with attorneys providing excellent client service.

Somach Simmons & Dunn offers an excellent work environment with competitive salary and benefits including paid parking. Insurance benefits are 100% employer paid for both the employee and their dependents. Interested candidates should send their resume with cover letter including salary requirements to info@somachlaw.com or Somach Simmons & Dunn, Attn: Human Resources, 500 Capitol Mall, Suite 1000, Sacramento, CA 95814 (no phone calls please).

Somach Simmons & Dunn is committed to being an equal opportunity employer and in providing a work environment free of discrimination, harassment, and retaliation. The firm does not unlawfully discriminate based upon race, color, religion, sex, sexual orientation, national origin, citizenship, age, marital status, genetic information, medical condition, physical or mental disability, pregnancy, veteran status, all other characteristics proscribed by law, and discrimination on the basis of gender identity are strictly prohibited.