



Litigation Paralegal
Sacramento, CA

Overview:

Our fast-paced Sacramento office has an opportunity for an experienced litigation Paralegal to join the firm's expanding practice. The paralegal assists with all aspects of the discovery and litigation process; investigates facts, propounds and responds to discovery, prepares third party subpoenas and prepares documents for filing in both Federal and State courts; conducts legal research and cite-checks briefs; reviews, redacts and prepares documents for production; maintains and organizes documents; and prepares calendar deadlines and assists with all aspects of pre-trial and trial preparation.

Essential Functions:

These are the essential functions of the position. Successful job applicants will be able to perform these essential functions with or without requested reasonable accommodations:

- Organizes and indexes case files and documents produced
- Determines pre-trial and trial calendars' deadlines
- Performs a wide variety of legal research and data compilation, with little or no supervision
- Assists with preparation of pleadings to be filed with the Court
- Prepares correspondence, declarations and compendium of evidence in support of dispositive motions
- Drafts a wide variety of legal documents in discovery, including third-party subpoenas.
- Reviews documents on document database and prepares for production along with a privilege log when necessary
- Prepares for mediations, arbitrations and trials
- Assists Attorneys at trial
- Assists Attorney in preparation for depositions
- Communicates with witnesses and experts and assists with preparation of anticipated testimony
- Assists with scheduling
- Enters billing and expense data into Firm system in a timely manner

Requirements:

- 5+ years of paralegal experience, preferably working in a labor/employment litigation practice.
- ABA-approved Paralegal certificate and a degree from accredited college or university.
- Experience in preparing attorneys for trials, arbitrations and mediations with little or no supervision.
- Experience with assistance at trial.
- Must have experience preparing third-party subpoenas (including calculation of all deadlines).
- Experience with trial preparation software, including Trial Director, LiveNote, CaseMap is preferred.
- Proficient in all Microsoft Office (including Word, Excel, PowerPoint, Outlook) Lexis-Nexis, WestLaw, Live Note, Relativity, Case Map, Docketing, Document Management System, expense and billing systems.

We are not working with outside recruiters for this position.

Contact:

To apply for this position, please submit your application through the blue APPLY NOW button on the top of the page.

If you have any questions about this opportunity, please reach out to Brittney Padilla at Brittney.Padilla@ogletreedeakins.com with "Sacramento Paralegal" in the subject line.

To keep up to date with all of our opportunities, follow us on Twitter @JobsAtOgletree

Equal Opportunity Employer.