Mass Tort Litigation Paralegal Job Description

FLSA Status: Non-Exempt
Reports to: Partner
Hours: 9:30am to 5:30pm with flexibility for extra hours (hybrid)

Enterprising mid-level paralegal sought to provide legal support for the firm's emerging Mass Torts Litigation group at a plaintiffs' litigation firm. The ideal candidate will work closely with attorneys to support case development, intake, and litigation activities, and will be comfortable managing projects collaboratively across multiple matters. Candidates should have at least three years of experience as a litigation paralegal, strong research and organizational skills, and a high level of attention to detail. The successful candidate will be an excellent communicator, both in writing and verbally, self-motivated, and eager to take on challenging and evolving projects while remaining flexible in a fast-paced environment. Experience supporting complex litigation, coordinated proceedings, or MDLs is preferred. Familiarity with case management systems, discovery platforms, and large-scale document review is strongly desired.

Job Duties: Primary duties consist of, but are not limited to the following:

- Proofing/cite and fact checking documents drafted by attorneys, including motions, discovery requests and responses, and trial papers;
- Organize documents and coordinate document productions;
- Deposition preparation including creating, compiling, and organizing exhibits, hearings, and trials;
- Indexing discovery documents;
- Creating tables of contents and tables of authorities for court submissions;
- Conducting litigation related tasks, including preparation of documents and exhibits, including short form complaints, plaintiff fact sheets, and settlement documents;
- Conducting basic legal and internet research on various subjects, companies, and people using PACER, Bloomberg, BLaw, and Westlaw, Lexis and other electronic research sites;
- Other duties as assigned based on needs of the cases to which the applicant is assigned;
- Act as liaison among various internal departments as well as outside agencies; and
- Filing with various arbitration institutions including AAA, JAMS, and NAM.

Qualifications:

- Proficient in the use of Microsoft Word, Excel and Filesite; Prior experience managing document production and review using Relativity, Concordance and other similar database tools;
- Knowledge of procedures for electronic filing documents in court and arbitration institutions including but not limited to AAA, JAMS, NAM, and federal and State courts;
- Knowledge of arbitration institutions rules and procedures including AAA, JAMS, NAM, ECF and court rules and procedures;
- Knowledge of and ability to research and provide answers relating to Pacer/ECF filing and procedural questions;
- Ability to research and advise on Federal, State, and local rules of procedure and practice;
- Possess ability/comfort in performing online research or contacting clerks of court for the purpose of confirming court rules/procedures;
- Knowledge and ability to utilize PACER/ECF for conducting filings electronic filing documents in Federal and State courts, knowledge of ECF and court rules and procedures;
- Knowledge of and familiarity with procedure for issuance and service of discovery, deposition, and third-party subpoenas. Comfortable arranging for service of process vendors/providers;
- Conducting basic legal and internet research on various subjects, active court matters, companies, and people using PACER, Bloomberg, Westlaw, Lexis and other electronic research sites;
- Strong technical skills and ability to quickly learn new litigation support software;
- Strong written and oral communication skills and strong interpersonal skills;
- Must possess great attention to detail;
- Must possess analytical and critical thinking skills;
- Strong organizational and time-management skills;
- Ability to work independently while understanding the importance of teamwork; and
- Ability to manage workload consisting of multiple tasks;
- The work shift for this position is 9:30am-5:30pm five days a week, but applicant must be willing and available to work overtime, both evening and weekends when necessary.
- We are looking to hire in the $110-120,000/year range.

Please submit your resume and cover letter to **careers@labaton.com**.