

Paralegal

We are a dynamic commercial litigation law firm located in the San Francisco Ferry Building and looking for a full-time paralegal to join our team of professionals. All applicants should be detailed-oriented, “self-starters,” energetic, hard-working and experienced (4+ years). Candidates must also be professional in demeanor and available to work on site in the office during business hours (8:30 a.m. – 5:30 p.m., Monday-Friday).

Requirements:

- Ability to prepare written work product, correspondence, fact-based memoranda, detailed document chronologies, and summaries;
- Experience with preparation of legal documents, including discovery-related materials for attorneys and co-counsel;
- Proficiency with emedia/document management and organization using Relativity and Lexis/Nexis CaseMap software platforms;
- Ability to take responsibility for assembly and handling filings in state, federal and appellate courts (including e-filing experience); and
- Experience with in-depth factual research and analysis of diverse case-related issues.

In addition to having experience in preparing for mediations, arbitrations, and civil trials in state and federal court, candidates must also be:

- Highly organized and efficient;
- Capable of working independently and handling multiple tasks simultaneously;
- Able to work effectively as an integral “team player” with all members of the litigation group; and
- Available to work additional hours (occasional evenings and weekends) when case-related deadlines require overtime.

Our firm offers competitive salary and benefits, and the salary for this position will be commensurate with experience. Interested applicants should submit a cover letter, professional resume, and a writing sample for our consideration.

No phone calls please.