



Immediate opening for smart, driven, team player paralegal. Kaufman & Canoles is seeking a qualified full time **Civil Litigation Paralegal** to serve in our Richmond office. The candidate will support a minimum of three attorneys plus other support staff in consumer finance, labor & employment, business and real estate litigation in state and federal courts.

RESPONSIBILITIES:

- Drafting and preparing pleadings (complaint, answers, motions and discovery) and other legal documents
- Researching into party identity and location and asset searches
- Organizing and managing case file and organizing files electronically
- Creating hard-bound trial notebooks
- Drafting deposition summaries
- Organizing and reviewing discovery documents for responsiveness and privilege
- Obtaining service of process and assisting with the issuance of summons and writs
- Editing and formatting briefs and memorandums
- Coordinating e-filing with print vendors for appellate level briefs
- Managing docket of deadlines and case priorities
- Managing document storage and production and handling electronic discovery processes
- Professional communications with clients and court personnel (daily basis)
- Attending weekly meetings as needed and updating attorneys on status of active cases;
- Filing documents with the courts
- Keeping accurate records of all communication (i.e. phone calls, emails, secure messages), expenses, case documents (such as client intake sheets, pleadings, etc.)
- Maintaining detailed and accurate daily billable hour records. Goal requirements are to bill 1550 hours per year to client matters and collect two-and-one-half times annual compensation in client fees

QUALIFICATIONS:

- Excellent attitude and team player mentality
- Civil litigation experience preferred but not required
- Associate degree or above required
- Paralegal certification by an ABA approved program is a plus
- Must be able to manage multiple projects simultaneously and meet deadlines

- Excellent grammar and writing skills
- Knowledge and mastery of MS Office (including Word, Outlook, PowerPoint and Excel), Adobe and Nuance a must
- Experience with Federal Court filings and systems such as PACER and ECF
- Working knowledge of the federal Rules of Civil and Appellate Procedure and Supreme Court of Virginia Rules of Civil Procedure
- Experience with case management software a plus

Our attorneys have earned a reputation for outstanding legal services to clients in all aspects of this practice area. We are well established in the legal community, with an excellent reputation with the judiciary as well as other attorneys. We keep abreast of changes in the law, we are readily accessible and we render service in a timely manner. In short, we hold ourselves to the highest standards, and we are zealous, compassionate advocates for our clients.

Kaufman & Canoles is committed to equal employment opportunity (EEO) in all aspects of our employment and retention practices and decisions.