



The Norfolk office of Kaufman & Canoles is seeking a **Litigation Paralegal**. Candidates should be proficient in Microsoft Office 2016, have exceptional organizational skills, excellent communication and writing skills, and exhibit meticulous attention to detail. The position requires someone who is able to work well as part of a team and who can also stay motivated while working independently.

### **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 files 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 the status of active cases;
- Filing documents with the courts;
- Keeping accurate records of all communication (i.e. phone calls, emails, secure messages), expenses, and 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:**

- Associate degree or above preferred.
- 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.

**BENEFITS:**

We offer a competitive salary and a comprehensive benefits package. Benefits include: medical, dental, life insurance, 401(k)/profit sharing, paid time off, and long term and short term disability.

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

**Please submit resume and salary requirement.**