

# KAUFMAN & CANOLES

attorneys at law



Kaufman & Canoles is seeking a qualified full time **Litigation Paralegal** for its Williamsburg office.

## **Responsibilities include:**

- 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 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;
- 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;
- Maintaining financial reports and records for environmental superfund site customer group to include submitting invoices for payment, tracking assessment payments, and interfacing with the accounting department regarding trust transactions
- Reviewing the Relativity database to identify and retrieve discovery and expert material
- 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;
- Assisting local counsel for out-of-state cases with discovery and obtaining documents and information from client.

**Qualifications:**

- Excellent attitude and team player mentality.
- 5 or more years of Civil litigation experience 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, Power Point and Excel), Adobe, and Nuance.
- Experience with Federal Court filings and systems such as PACER and ECF, experience with State Court filings and systems such as VJEFS and OCRA, and working knowledge of the federal Rules of Civil and Appellate Procedure and Supreme Court of Virginia Rules of Civil Procedure is preferred.
- Experience with post-judgment collections processes (local and foreign judgment docketing, debtors' interrogatories, garnishments, estate claims, etc.) is beneficial.
- Experience with case management software a plus.

**Benefits:**

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