

KAUFMAN & CANOLES

attorneys at law



The Virginia Beach office of Kaufman & Canoles seeks a qualified Paralegal Assistant to perform a variety of administrative duties in support of a Litigation Attorney. Candidates must possess a minimum of three years' relevant work experience or a combination of relevant work and educational experience, proficiency in Microsoft Office 2016, and typing skills at a level of 65 WPM. Exceptional organizational skills and meticulous attention to detail are essential

RESPONSIBILITIES:

- Acts as liaison between current and potential clients and the attorneys by maintaining continual communications via email, telephone, and in person.
- Follows up with clients regarding status of cases, appointments, billing, etc.
- Prepares routine correspondence, pleadings, briefs, discovery documents, reports, letters, compliance and ethics handbooks, contracts, memos to the file, mediation submissions, and other documents.
- Edits and formats briefs and memoranda.
- Maintains attorney's calendars; schedules and follows up on all appointments (i.e., courts, clients, case work, and potential clients).
- Responsible for ensuring timely filing with the courts and assisting attorneys in preparation for court appearances. Maintains court schedule and other case deadlines.
- Organizing, reviewing, and preparing discovery documents for responsiveness and privilege. Including Bates stamping and redaction.
- Obtaining service of process and assisting with the issuance of summons and writs.
- Coordinating e-filing with print vendors for appellate level briefs.
- Managing docket of deadlines and case priorities.
- Opens, organizes, maintains, and closes paper and electronic client files. This includes creation of pleadings boards, and maintaining electronic case database with filings, communications, and work product, etc.
- Creates binders to organize and index all documents for a particular case and exhibits.
- Maintaining detailed and accurate daily billable hour records personally, assisting supervising counsel as needed with same, and assists with monthly billing.
- Prepares client engagement or retainer agreements at inception of representation.
- Performs a variety of other administrative tasks as assigned.
- Handling reimbursements for mileage, cell phone, bar dues, and continuing legal education for supervising counsel.

QUALIFICATIONS:

- Civil or commercial litigation experience highly preferred.
- Bachelor's degree preferred.
- Minimum of three years' relevant work experience in a professional office setting or a combination of relevant work and educational experience.
- Proficiency in Microsoft Office 2016 (including Word, Outlook, PowerPoint and Excel), Adobe and Nuance. Typing at a level of 65 WPM .
- Must be able to manage multiple projects simultaneously and meet deadlines, shifting priorities as required.
- 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 Procedure and Appellate Procedure and Rules of the Supreme Court of Virginia is preferred.
- Experience with case management software preferred.
- Demonstrated meticulous attention to detail, proofreading skills and excellent verbal and written communication skills.
- Ability to work successfully within a team environment.
- Operational knowledge of standard office equipment including copier, scanner, and telephone.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, adept at multi-tasking and pivoting or shifting priorities, and demonstrate the highest level of client service and response.
- Ability to establish and maintain effective working relationships with clients, attorneys, co-workers, and other outside professionals.
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BENEFITS:

We offer a competitive salary and a comprehensive benefits package. Benefits include: medical, dental, vision, 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.