

KAUFMAN & CANOLES

attorneys at law



Medical Malpractice Litigation Paralegal

Kaufman & Canoles is seeking a qualified Medical Malpractice Litigation Paralegal to serve in our Norfolk office.

RESPONSIBILITIES:

1. Obtain medical records from clients and other health care providers.
2. Review, analyze and categorize medical records and other documents.
3. Draft correspondence and pleadings (subpoenas, medical release authorizations, request for production of documents, interrogatories, and requests for admission), deposition summaries, and other legal documents.
4. Develop organizational systems, including deposition summaries, indices, medical summaries, and timelines, and assist with preparation of case reports.
5. Summarize and organize depositions, employment records, medical records, and testimonies utilizing litigation support technology tools.
6. Review E-discovery for extraction of key documents.
7. Conduct internet and social media research.
8. Conduct medical literature research and research potential experts and experts identified by opposing parties.
9. Draft filings for Federal and State level courts for civil litigation matters. E-file documents as requested.
10. Assist with trial preparation, including identifying and marking exhibits for motions, position papers, mediation depositions, exhibits, trial notebooks, and witnesses.
11. Manage docket of deadlines and case priorities.
12. Communicate and coordinate with clients, opposing counsel, and expert witnesses.
13. Coordinate attorney schedules and maintain close working relationship to move the case forward. Driven, self-starters preferred!
14. Occasional travel to local courts to assist with trials.
15. Maintain detailed and accurate daily billable hour records (timesheets) and meet deadlines in accordance with Firm policies. Goal requirements are to collect two-and-one-half times annual compensation in client fees.
16. Keep accurate records of all communications (i.e., phone calls, emails, secure messages), expenses, case documents (such as client intake sheets and pleadings).

QUALIFICATIONS:

1. Three or more years of legal experience preferred.
2. College degree in a medical-related field (e.g., Registered or Licensed Practical Nurse) preferred.
3. Proficient in Microsoft Office 2016.
4. Able to type minimum of 60 words per minute.
5. Exceptional verbal and written communication skills.
6. Strong organizational skills and meticulous attention to detail.
7. Ability to exercise a high degree of confidentiality and discretion when promptly and accurately responding to miscellaneous inquiries and overseeing PHI.
8. Experience with State Court filings and systems such as VJEFS and OCRA, and working knowledge of the Supreme Court of Virginia Rules of Civil Procedure is beneficial. Experience with Federal Court filings and systems such as PACER and ECF, and working knowledge of the Federal Rules of Civil and Appellate Procedure is also beneficial, but not required.
9. Must be able to manage multiple projects simultaneously and meet deadlines.
10. Ability to perform legal research using reference materials generally available within a law library and/or electronic resource tools.

BENEFITS:

We offer competitive compensation and a comprehensive benefit 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.