

LITIGATION PARALEGAL/LEGAL ASSISTANT – RIDGELAND, MS LAW FIRM

HOURS – 8:00 TO 5:00 MONDAY THROUGH FRIDAY

Essential Functions:

1. Reviewing case specific materials to provide summaries to attorneys.
Materials routinely reviewed range from:
 - a. Construction project files;
 - b. Contracts;
 - c. Financial records;
 - d. Wage Information;
 - e. Insurance Policy and claims materials;
 - f. Medical records and medical bills;
 - g. Accident Scene Photographs;
 - h. Pleadings.
2. Preparing drafts of discovery responses, discovery requests, settlement documents, etc. using standard procedures.
3. Scheduling depositions and following established guidelines for assisting the attorney with preparation for the deposition.
4. Recording time entries in our billing software.
5. Assisting attorney with preparation for trial by confirming that all discovery responses have been supplemented, witnesses notified and exhibits copied and ready.
6. Merging and entering documents in our case management software.

Knowledge, Skills and Abilities:

- Skill in the use of computers and related software applications;
- Experience using MWCC ATOS e-filing process and MEC/ECF in state and federal courts;
- Ability to meet billing requirements by entering time in our billing software;
- Knowledge of legal terminology and procedures;
- Ability to communicate effectively, both orally and in writing;
- Ability to gather data, compile information, and prepare reports;
- Ability to work effectively and professionally with attorneys, secretaries, clients and outside organizations;
- Commitment to timeliness, attention to detail, thoroughness and professionalism; and
- 3 – 5 years related experience preferred.

INTERESTED APPLICANTS SHOULD SEND RESUME TO **NFLINT@ACBLAW.COM**