

# Non-Routine Litigation Paralegal

## **Classification**

Exempt

## **Reports to:**

Supervising Paralegal and Supervising Attorney

## **JOB DESCRIPTION**

### **Summary/Objective**

The Non-Routine Litigation Paralegal is responsible for maintaining the assigned contested caseload within the department.

### **Essential Functions**

1. Maintaining the assigned Contested/Defense caseload with the assigned attorney.
2. CaseAware current steps are to be maintained daily with no past due items not worked.
3. Maintain client systems with current status of the case in accordance with firm and client requirements.
4. Timely launch and update case management system for all items received from the firm's attorney service inbox. (24 hour turn around)
5. Draft pleadings.
6. Work with attorney to timely resolve all motions and timely push the actions to judgment.
7. Launch and update case management system to reflect discovery items received and confirm the applicable deadlines.
8. Weekly Attorney-Paralegal Meetings to discuss high priority files, upcoming hearings and one quarter of the assigned caseload.

### **Competencies**

1. Ability to efficiently work fast in a fast pace environment while maintaining quality of the work performed.
2. Time Management and the ability to quickly re-adjust priorities throughout the day.

3. Effective communication skills for working with clients and Courts.
4. Ability to write clearly and concisely and use proper grammar, spelling, and punctuation.

### **Supervisory Responsibility**

No Supervisory Responsibilities.

### **Work Environment**

This job operates in a high paced professional setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### **Travel**

No travel is expected for this position.

### **Required Education and Experience**

[Indicate education based on requirements that are job-related and consistent with business necessity. See examples below.]

1. High School Diploma.
2. Two (2) years experience as a paralegal.

### **Preferred Education and Experience**

[Indicate education based on requirements that are job-related and consistent with business necessity. See examples below.]

1. Bachelor's degree in Paralegal Studies/Pre-Law.
2. Two (2)+ years experience as a paralegal working litigation in at least two (2) the following fields:
  1. Foreclosure/Default Servicing.
  2. Probate and Estates.
  3. State Appellate Court
  4. Federal District Court.
  5. Federal Bankruptcy Court.

### **Additional Eligibility Qualifications**

None.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.