

Corporate Litigation Legal Assistant - Job Description

Summary:

Boutique North Dallas law firm is seeking an experienced corporate litigation legal assistant. This position on the team will support two litigation paralegals and multiple attorneys.

This is a full-time, in-person position with competitive compensation, medical/dental benefits, 401(k) after qualifying period, and paid time off.

The candidate is expected to be in the office 8:30 – 5:30 Monday through Friday.

Qualifications and Required Skills

1. Solid experience in litigation calendaring, with strong ability to identify the appropriate deadlines in litigation documents filed with the court
2. Meticulous litigation document management and naming
3. Familiarity with commercial/business litigation in general, all the way to trial
4. Ability to e-file and serve documents, both in state and federal court (as a backup, as there are two litigation paralegals)
5. Setting up basic documents for the paralegals, such as notices of hearings
6. Prepare summary/index for document production
7. Prepare exhibit notebooks for trial
8. Redact within AdobePro for summary of fees in support of Affidavit of Fees
9. Transmittal letters to opposing counsel and/or court
10. Calling the court to obtain hearing dates
11. Set up/confirm court reporter for depositions (with correspondence to all parties)

Expected Competencies

Excellent Written and Oral Communication Skills –varies writing and speaking style to meet the recipient
Planning/Organizing – prioritizes and plans work activities; uses time efficiently; able to organize multiple attorney calendars; diligent, accurate, and timely entry of billable time

Judgment – sound and accurate judgment; includes appropriate people in decision-making process

Dependability – follows instructions; takes responsibility for own actions; completes tasks on time

Initiative – seeks increased responsibilities and developmental growth; solicits feedback regularly

Crystal Cornett, Legal Recruiter
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