

## Litigation Paralegal - Job Description

### OVERVIEW

We are a litigation firm located in downtown Austin looking to hire an exceedingly capable paralegal who can help us create a more productive work environment, while ensuring that our clients get the support they need. The ideal candidate for this position is an organized, proactive, and detail-oriented individual who can manage multiple projects at once in a fast-paced environment. If you are a skilled legal professional with a strong work ethic, we want to hear from you.

Your job responsibilities will include, but are not limited to the following:

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- Schedule mediations, depositions, hearings, and trials
  - Draft/Review/Finalize discovery requests and responses
  - Draft/Review/Finalize correspondence and mediation statements
  - Draft/Review/Finalize/File notices, motions, and pleadings
  - Maintain discovery indexes
  - Research relevant information from a variety of sources
  - Redact sensitive information from documents
  - Assist in trial preparation
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Work environment is busy, interesting, and pleasant. Requires ability to handle multiple tasks and interact in a calm and pleasant manner with clients, opposing parties, attorneys, and court personnel. Flexibility and ability to prioritize new tasks as they come, time management skills and professionalism are crucial.

Paralegal experience is required. You should be familiar with Microsoft Office and Adobe Acrobat. You must have reliable transportation and be willing to submit to credit and background checks since you will be handling client and firm money. Excellent writing, proofreading, and editing skills are required.

This position is for 40 hours per week, from 8:00 a.m. to 5:00 p.m. M-F. Salary is commensurate with experience. Parking is provided.

Please submit cover letter and resume, including list of references with contact information and salary requirements. No calls, please.

Job Type: Full-time

Location: Hybrid Position / Remote and in-person

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Crystal Cornett, Legal Recruiter  
[ccornett@nnlegalsearch.com](mailto:ccornett@nnlegalsearch.com)