



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

PARALEGAL Civil Rights and Employment Section Litigation Division

Provides paralegal support to attorneys in Civil Rights and Employment Litigation Section. Principal duties include:

Duties

- Process discovery requests directed to clients; contact clients or liaisons to obtain documents and responses to discovery; keep track of due dates and prepare motions for enlargement of time.
- Maintain litigation docket and calendar system.
- Identify, collection and prepare evidentiary materials in support of motions for summary judgment responses, including affidavits and documentary evidence, at the direction of the assigned attorney. Legal research if requested.
- As needed and assigned by Section Chief or other attorneys in the section, provide paralegal support to attorneys in Civil Rights and Employment Section.
- Other duties as assigned.

Skills

- Proficient at word processing (Word 2000 or equivalent), email (Outlook 2000 or equivalent).
- Good client relation skills, including ability to work with clients to obtain information in a timely manner.
- Pleasant telephone demeanor, as clients and opposing counsel must frequently be contacted by phone.
- Familiarity with civil discovery process, including knowledge of the various forms of discovery and appropriate objections.
- Familiarity with summary judgment process, including admissibility of evidence.
- Ability to manage large volume of cases, including monitoring of due dates and prompting of clients to respond when required.
- Awareness of ethical concerns, including need for confidentiality.

Requirements:

- Paralegal degree, equivalent experience, or enrollment in law school required.