

DRINKER BIDDLE & REATH LLP
PARALEGAL - LITIGATION
JOB DESCRIPTION

JOB TITLE: Paralegal – Litigation	STATUS: Non-Exempt
REPORTS TO: Regional Director of Administration (who manages all paralegals firm wide)	CLASSIFICATION: Paralegal LOCATION: Washington, D.C.

SUMMARY:

We are seeking an entry-level **Paralegal** to join our team in our Washington, DC office. This Paralegal will provide support to attorneys and partners with research and preparation of pleadings, as well as daily assignments, in relation to supporting active litigation matters and preparing for trial.

It is essential that this person be a self-starter and able to work well in a team environment as well as independently. This role is expected to be a substantive contributor to the outcomes described and must ensure that client service and client satisfaction are attained in all areas. In accordance with the firm’s Client Service Initiatives, a Commercial Litigation Paralegal must display good judgment and effective interpersonal communications. Confidentiality and discretion are required consistently.

JOB FUNCTIONS:

- Assist attorneys in research and preparation of pleadings, as well as daily assignments, in relation to supporting active litigation matters and preparing for trial.
- Draft legal memoranda and correspondence.
- Organize and synthesize information through the preparation of summaries, chronologies, reports, spreadsheets, charts, logs, and coding forms for input into databases, graphs and other usable formats – casts of characters, theme documents, mini-chronologies, expert summaries, medical and other literature searches and the like.
- Assist with discovery, particularly electronic discovery and the organization, management, collection, and production of documents maintained in electronic databases.
- Conduct database searches and review medical records and client documents.
- Research validity of cases and statutes.
- Organize and prepare documents, exhibits, and other materials for use in discovery, hearings, or trial.
- Assist in preparing court-filed documents and ensuring that filings are accurate, properly formatted and filed in a timely manner.
- Maintain and organize litigation files and case materials.
- Verify sources cited in legal documents.
- Ensure proper legal formatting and citation.
- Monitor and track litigation dockets and cases and correspond with attorneys regarding case status.

The statements contained in this job description are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent oral and written communication skills.
- Excellent organizational skills with strong attention to detail.
- Must have strong research and investigative skills.
- Advanced computer and software skills (LexisNexis, Westlaw, Electronic Court Filing, PACER preferred, but not required).
- Ability to take initiative and be proactive.

- Ability to work with a team, as well as independently with minimal supervision.
- Familiarity with federal, state and local rules/filing procedures preferred.
- Ability to work with detailed information accurately and efficiently.
- Candidate should be highly motivated, a self-starter who is able to handle a variety of projects that require tight deadlines.
- Ability to adjust and adapt quickly to changing situations.
- Willing to accept ownership of projects and be successful in driving those projects, as well as daily tasks, to a successful conclusion.
- Able to maintain confidentiality.
- Exhibits clear and concise telephone and email etiquette.
- Ability to interact with people in a manner which shows sensitivity, tact and professionalism.
- Candidate must quickly grasp the goals, service, culture and strategy of both the department and the firm overall.
- Candidate must conduct him/herself professionally in appearance and actions; must set a positive example for all personnel.
- Adhere to and serve as a role model for the firm's Client Service Standards.
- Flexibility for travel and overtime required.

EDUCATION AND EXPERIENCE:

- Four (4) year college degree in any discipline.
- Degree or certificate in Paralegal Studies is a plus, but not required.

We are an Equal Opportunity Employer and we offer an excellent total compensation package, which includes medical/dental coverage (PPO/HD), vision care, life insurance, short and long-term disability plans, 401(k) with employer match, paid vacation/holiday/sick days, wellness programs and more.

HOW TO APPLY: Interested candidates should send their resume and cover letter, including salary expectations, to Human.Resources@dbr.com and reference "**Paralegal-DC**" in the subject line. *No phone calls please.*