

**DRINKER BIDDLE & REATH LLP**  
**PARALEGAL - LITIGATION**  
**JOB POSTING**

<b>JOB TITLE:</b> Paralegal – Commercial Litigation	<b>STATUS:</b> Non-Exempt
<b>REPORTS TO:</b> Senior Director of Service Operations (who manages all paralegals firmwide)	<b>LOCATION:</b> New York, NY
<p><b>SUMMARY:</b> We are seeking a Litigation Paralegal to join our team. Based in the New York, NY office, the 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.</p> <p>In accordance with the Firm’s Client Service Initiatives, a Commercial Litigation Paralegal must display good judgment, effective interpersonal communications, and confidentiality and discretion are required consistently.</p>	
<p><b>JOB FUNCTIONS:</b></p> <ul style="list-style-type: none"> <li>• Assist attorneys in research and preparation of pleadings as well as daily assignments in relation to supporting active litigation matters and preparing for trial.</li> <li>• Draft legal memoranda and correspondence.</li> <li>• 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.</li> <li>• Assist with discovery, particularly electronic discovery and the organization, management, collection, and production of documents maintained in electronic databases.</li> <li>• Conduct database searches and review medical records and client documents.</li> <li>• Research validity of cases and statutes.</li> <li>• Organize and prepare documents, exhibits, and other materials for use in discovery, hearings, or trial.</li> <li>• Assist in preparing court filed documents and ensuring that filings are accurate, properly formatted and timely filed.</li> <li>• Maintain and organize litigation files and case materials.</li> <li>• Verify sources cited in legal documents.</li> <li>• Ensure proper legal formatting and citation.</li> <li>• Monitor and track litigation dockets and cases and correspond with attorneys regarding case status.</li> </ul> <p><i>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.</i></p>	
<p><b>KNOWLEDGE, SKILLS, AND ABILITIES:</b></p> <ul style="list-style-type: none"> <li>• Excellent oral and written communication skills.</li> <li>• Strong research and investigative skills.</li> <li>• Proficient with the Microsoft Office Suite (Outlook, Word, Excel, etc.).</li> <li>• Proficient working with LexisNexis, Westlaw, Electronic Court Filing and PACER.</li> <li>• Ability to take initiative and be proactive.</li> <li>• Ability to work with a team as well as independently with minimal supervision.</li> <li>• Familiarity with federal, state and local rules/filing procedures preferred.</li> <li>• Flexibility for travel and overtime required.</li> <li>• Excellent organizational skills with strong attention to detail.</li> <li>• Possess strong interpersonal skills with ability to build strong relationships.</li> </ul>	

- Accepts ownership of projects and is successful in driving projects, as well as daily tasks, to a successful conclusion.
- Ability to adjust and adapt quickly to changing situations.
- Ability to work with detailed information accurately and efficiently.
- Able to maintain confidentiality.
- Ability to interact with people in a manner which shows sensitivity, tact, and professionalism.
- Exhibits clear and concise telephone and email etiquette.
- Must be able to work well as part of a team as well as work independently.
- Is responsive and sensitive to internal and external deadlines.
- Must quickly grasp the goals, service, culture and strategy of both the office and the firm overall.
- Must conduct him/herself professionally in appearance and actions; must set a positive example for all personnel.
- Adhere to and serves as a role model for the firm's Client Service Standards.

**EDUCATION AND EXPERIENCE:**

- Four (4) year college degree in any discipline.
- Degree or certificate in Paralegal Studies is preferred.
- Previous work experience in a law firm as a paralegal is required.
- Prior trial support experience preferred.
- Minimum of three years' experience as a Litigation Paralegal.

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 resumes and cover letters, including salary expectations, to [Human.Resources@dbr.com](mailto:Human.Resources@dbr.com) and reference "**Litigation Paralegal**" in the subject line.