



Job Posting: Senior Paralegal – Employment & Litigation

Job Title: Senior Paralegal

Reports to: Equity Partner / Partner Attorneys

FLSA Status: Non-Exempt **Location:** Milwaukee, Madison, West Des Moines or Remote

About Us:

At MWH Law Group LLP, we are committed to providing exceptional legal services to our clients while fostering a collaborative and supportive work environment for our team. We understand that the service we deliver to our clients is what our reputation and brand is based upon. We are a certified minority-owned law firm with offices in Milwaukee, Madison, West Des Moines, Chicago, Indianapolis, and New York. We harness the power of our attorneys’ diverse backgrounds to provide a broader and more complete perspective for our clients.


To continue delivering outstanding service, we are seeking a motivated and dedicated senior paralegal with 7+ years of experience to work in our Milwaukee or West Des Moines office, Madison, or a virtual home office.

Position Overview:

As a Senior Paralegal at MWH Law Group, you will have the opportunity to work closely with experienced attorneys on a variety of employment law matters. From conducting legal research and drafting legal documents to working with clients in administrative hearings and litigation, you will play a key role in assisting our attorneys and clients with their employment-related legal needs. This position offers the chance to gain valuable experience and develop your skills in a supportive and dynamic legal environment.

Responsibilities:

- Communicate with attorneys, clients, and other firm staff to discuss assigned cases or projects.
- Draft legal documents including routine pleadings and motions, affidavits/statements and written discovery requests and responses.
- File motions and pleadings according to judicial procedures.
- Prepare and follow up on document requests from client, opposing party and third parties.
- Document review and summary, including but not limited to client records, medical records, pharmacy records, medical invoices, payroll records and tax returns.
- Utilize online research services to perform factual investigations and legal research.
- Assist attorney with all phases of fact investigation, discovery, trial, and post-trial procedures.
- Adherence to client billing guidelines.
- Extensive calendaring and monitoring of internal and external case deadlines.



Essential Training, Skills, Knowledge:

- Regular, reliable job attendance.
- Ability to meet and/or exceed billable hours expectation.
- Associate degree in paralegal studies or related field required; bachelor's degree preferred.
- 7+ years of paralegal experience required.
- Superb written and verbal communication skills. Strong proofreading skills.
- Exceptional time management and organizational skills.
- Proven ability to prioritize and manage multiple projects simultaneously while consistently meeting deadlines.
- Ability to work independently and collaboratively in a fast-paced environment while maintaining a high degree of professionalism.
- Flexible, adaptive team player; ability to support multiple attorneys.
- Strong analytical and problem-solving skills.
- Attention to detail and quality while maintaining a high level of productivity.
- Proficiency with MS Office including MS Outlook, MS Word, MS Excel, and MS PowerPoint.
- Proficiency with advanced word skills such as redlining, creating tables, hyper-linking documents.
- Exercise honesty and ethical behavior, including but not limited to communication with attorneys, staff, and the public.
- Maintain the integrity of confidential information relating to client information, billing, and attorney performance.

Benefits:

- Competitive salary commensurate with experience.
- Remote work: Potential option with proven success.
- Comprehensive benefits package, including health, dental & vision insurance, short- & long-term disability, life insurance, matching 401K, and paid time off.
- Professional development and training opportunities to support your career growth.

How to Apply:

If you are a motivated and passionate individual looking to elevate your career as a Senior Paralegal with a reputable law firm, we encourage you to apply. Please submit your resume and cover letter to sara.anderson@mwhlawgroup.com.

MWH Law Group LLP is an equal opportunity employer and values diversity in the workplace. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or veteran status.

To learn more about MWH Law Group LLP, please visit our website at www.mwhlawgroup.com.