
Litigation Paralegal – Milwaukee, WI

Job Summary: Provide paralegal support to enhance attorney effectiveness with various duties which include, but are not limited to, development of case information, coordinating client reporting; assist with electronic filing and court documents as required by attorneys and courts; extensive calendaring of due dates and deadlines; maintenance of files and e-files; format documents, and other duties as needed.

Job requires an ability to communicate daily with attorneys, clients and support staff pertaining to cases, calendaring, and deadlines. Job requires individual to think independently, self-directed, and autonomous regarding case management, problem resolution and decision-making ability. Daily clerical functions for a legal office are required and client satisfaction is the primary goal. Job requires individual to be self-directed with minimal supervision.

Salary is commensurate with experience. In addition to an excellent starting salary, we provide paid parking. We also have a comprehensive benefit package available to employees that includes health/dental/vision insurance and 401K plan, and provides LTD/STD/Life insurance, paid holidays and vacation. The firm is willing to consider a telecommuting position for a qualified candidate that resides outside of the Milwaukee area.

Primary Job Requirements:

- Draft answers; motions, prepare discovery requests & responses.
- File with State and Federal courts, including e-filing.
- Oversee all phases of discovery, trial, and post-trial procedures.
- Prepare and follow up on document requests from client, opposing party and third parties.
- Document review and summary, including but not limited to medical records, pharmacy records, medical invoices, payroll records and tax returns.
- Document management of hard copy and electronic case files.
- Expertise using online research services to perform factual investigations and legal research.
- Prepare case summaries, pleadings, exhibits & schedule witnesses.
- Maintain calendars for attorneys while ensuring commitments and responsibilities are being met.
- Ability to work on multiple projects concurrently.
- Ability to show initiative and work with minimal supervision.

Essential Training, Skills, Knowledge:

- Excellent organizational skills with proven ability to prioritize and manage multiple projects concurrently.
- Excellent attention to detail and quality while maintaining a high level of productivity.
- Excellent calendar management skills.
- Expertise in MS Office including MS Outlook, MS Word, MS Excel and MS PowerPoint.
- Advanced word skills such as redlining, creating tables, hyper-linking documents.
- Experience conducting legal research using Lexis or WestLaw.
- Superb written and verbal communication skills. Strong proofreading skills.
- Ability to work independently in a fast-paced environment while maintaining a high degree of professionalism.
- Flexible, adaptive team player.

Experience Requirements: Paralegal degree and 8+ years paralegal experience handling tort defense matters.