

# ADR Litigation Paralegal Job Description

**FLSA Status:** Non-Exempt

**Reports to:** ADR Operations Manager and Paralegal Manager

**Hours:** 9:30am to 5:30pm with flexibility for extra hours (hybrid)

Enterprising mid-level paralegal sought to provide legal support for the ADR Team at a plaintiffs' securities litigation firm. The ideal candidate will be able to work with attorneys and manage projects with them. The ideal candidate will have at least three years of experience working as a litigation paralegal, strong research skills and attention to detail, be an excellent communicator both in writing and speech, be self-driven, relish challenging projects, and be flexible in handling changing priorities. Experience with arbitration institutions including but not limited to AAA, JAMS, NAM, and FINRA is necessary.

## **Job Duties: Primary duties consist of, but are not limited to the following:**

- ⌘ Proofing/cite and fact checking documents drafted by attorneys, including motions, mediation submissions, discovery requests and responses, and trial papers;
- ⌘ Organize documents and coordinate document productions;
- ⌘ Deposition preparation including creating, compiling, and organizing exhibits, hearings, and trials;
- ⌘ Indexing discovery documents;
- ⌘ Creating tables of contents and tables of authorities for court submissions;
- ⌘ Conducting litigation related tasks, including preparation of documents and exhibits for deposition use;
- ⌘ Conducting basic legal and internet research on various subjects, companies, and people using PACER, Bloomberg, BLaw, and Westlaw, Lexis, and other electronic research sites;
- ⌘ Other duties as assigned based on needs of the cases to which the applicant is assigned;
- ⌘ Act as liaison among various internal departments as well as outside agencies;
- ⌘ Filing with various arbitration institutions including AAA, JAMS, NAM, and FINRA.

## **Qualifications:**

- ⌘ Proficient in the use of Microsoft Word, Excel, and Filesite;



- ⌘ Prior experience managing document production and review using Relativity, Concordance, and other similar database tools;
- ⌘ Knowledge of procedures for electronic filing documents in arbitration institutions including but not limited to AAA, JAMS, NAM, FINRA, and federal and State courts;
- ⌘ Knowledge of arbitration institutions rules and procedures including AAA, JAMS, NAM and FINRA ECF and court rules and procedures;
- ⌘ Knowledge of and ability to research and provide answers relating to Pacer/ECF filing and procedural questions;
- ⌘ Ability to research and advise on Federal, State, and local rules of procedure and practice;
- ⌘ Possess ability/comfort in performing online research or contacting clerks of court for the purpose of confirming court rules/procedures;
- ⌘ Knowledge and ability to utilize PACER/ECF for conducting filings electronic filing documents in Federal and State courts, knowledge of ECF and court rules and procedures;
- ⌘ Knowledge of and familiarity with procedure for issuance and service of discovery, deposition, and third-party subpoenas. Comfortable arranging for service of process vendors/providers;
- ⌘ Conducting basic legal and internet research on various subjects, active court matters, companies, and people using PACER, Bloomberg, Westlaw, Lexis, and other electronic research sites;
- ⌘ Strong technical skills and ability to quickly learn new litigation support software;
- ⌘ Strong written and oral communication skills and strong interpersonal skills;
- ⌘ Must possess great attention to detail;
- ⌘ Must possess analytical and critical thinking skills;
- ⌘ Strong organizational and time-management skills;
- ⌘ Ability to work independently while understanding the importance of teamwork;
- ⌘ Ability to manage workload consisting of multiple tasks;
- ⌘ The work shift for this position is 9:30am-5:30pm five days a week, but applicant must be willing and available to work overtime, both evening and weekends when necessary.
- ⌘ We are looking to hire in the \$110-120,000/year range.

Please submit your resume and cover letter to [careers@labaton.com](mailto:careers@labaton.com).