
Senior Paralegal

Senior Paralegals are responsible for managing all aspects of large-scale and complex matters, including organizing a large volume of documents, assisting with depositions, and managing pleadings, privilege logs, and court filings.

Responsibilities:

- Perform work efficiently and cost-effectively, meeting target of 1500 annual billable hours.
- Maintain all aspects of case calendars and track matter deadlines.
- Organize, prepare, and update attorney and case team binders, case files, and correspondence files.
- Own the production of hard copy and electronic documents, including collecting documents and data from clients, processing documents from opposing and third parties, maintaining chain of custody, handling logistics of document productions, designing and implementing document review procedures, and preparing privilege logs.
- Maintain and track case files, media, and databases by storing, organizing, and managing hard copies and electronic documents and files.
- Utilize document management systems and databases and follow/administer privacy and confidentiality protocols.
- Perform manual and electronic searches using both external and internal systems and databases, as well as manage databases, for purposes of prompt retrieval of necessary information.
- Prepare attorneys for trials by creating, compiling, organizing, and tracking trial exhibits.
- Prepare documents, demonstratives, and evidence for use during trials and serve as a trial logistics coordinator.
- Support and assist with logistics of document productions and prepare privilege logs.
- Research and serve as a resource, with respect to, court/administrative body/tribunal rules, processes, and procedures.
- Perform legal and factual research, with the ability to analyze and summarize findings.
- Train, mentor, and provide guidance and direction to more junior paralegals.
- Implement projects to improve effectiveness and efficiency within the litigation practice.
- Prepare legal and other documents for filing, including by cite-checking, compiling/organizing/collating appendices and exhibits, creating and formatting documents according to Local and Individual Court Rules, and, where appropriate, e-filing documents, assisting with filings and related services.
- Prepare attorneys for depositions, conferences, arbitrations, mediations, and hearings, including creating, indexing, and organizing preparatory materials; handling logistical and other details; and assisting with preparation for interviews, depositions, and/or client meetings.
- Manage, liaise, and coordinate with both internal and external resources, including supervision and workflow-related oversight of other paralegals and coordination/dialogue with Litigation Support Team, Managing Clerks Office, and external vendors, as needed.

Requirements:

- Bachelor's degree or ABA Paralegal Certification.
- Ten (10) or more years of relevant experience
- The ability to travel as needed.
- Proficiency in Microsoft Outlook Suite
- Fundamental proficiency in research and internet platforms such as Lexis, Westlaw, PACER, and PacerPro.
- Fundamental proficiency in iManage and other document repository systems.
- The ability and drive to search or utilize electronic databases and other tools, platforms, and applications.
- An understanding of the litigation process, allowing for anticipation of what types of documents/other files attorneys will need, as well as for anticipation of attorney requests.
- Excellent analytical, troubleshooting, organizational, and planning skills as well as strong attention to detail.
- Impeccable collaboration and oral/written communication skills.
- The ability to work effectively and appropriately both independently and as a member of a Team.
- The ability to work overtime as required, including nights, weekends, and holidays, and for out-of-town trials; traveling or working remotely as required.

This is a non-exempt position and the annual salary range for this role is \$115,000-\$140,000, commensurate with experience. This salary range reflects the estimated base salary. Total cash compensation will be higher when factoring in gap pay, overtime, year-end bonus and benefits.

If you are interested in applying for this position, please complete an application [here](#).

Selendy Gay PLLC is an Equal Opportunity Employer.