

A Seattle-based boutique employment law and complex litigation firm is seeking a Litigation Paralegal. The firm's environment emphasizes teamwork, congeniality, and a passion for serving our clients. The law firm works on interesting high-profile cases furthering employee and individual rights. We are seeking a professional, preferably experienced litigation paralegal to join our successful team.

Responsibilities:

- Provide technical and administrative support for a small team of attorneys in all phases of case development:
 - Perform daily case management tasks, such as maintaining general contact with clients, verifying case deadlines.
 - Conduct legal and factual research. Analyze, summarize, and compile timelines and memos regarding findings.
 - Oversee the litigation docketing and actively communicate deadlines to attorneys.
 - Draft, edit, finalize, and file pleadings.
 - Assist with all stages of discovery including preparation of written discovery requests and responses, document collection, reviewing and summarizing documents, managing document databases and eDiscovery, and organizing large volumes of physical and electronic documents, preparing privilege logs, and coordinating with vendors.
 - Prepare documents and exhibits for mediations and court hearings/trials.
 - Attend and participate in depositions, arbitrations, and trials.

Desired Skills and Experience:

- Ability to work collaboratively and independently in a team, while being proactive in prioritizing multiple projects to meet deadlines.
- Excellent communication, writing and analytical skills
- Strong organizational skills and ability to streamline processes and procedures
- 2 plus years of civil litigation experience preferred.
- Bachelor's degree or paralegal certificate.
- Flexibility for overtime required.

- Familiarity with employment law in state and federal courts a plus.
- Working knowledge of Federal and Washington State Court Rules and procedures.

How to apply:

To be considered, please send the following to blamb@highline.edu, and your information will be forwarded to our office:

- Cover letter
- Resume

Benefits:

- Competitive pay based off experience and qualifications
- Health, Dental, & Vision Insurance
- Vested Retirement (SEP IRA)
- Generous PTO
- Discounted Orca Pass
- Bonus Potential

Work Location: In person, no remote

The firm is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, age, national origin, protected veterans, marital status, sexual orientation, gender identity, disability or any other category prohibited by local, state or federal law. This policy applies to all aspects of employment.

No recruiters please.