



ENTRY LEVEL PARALEGAL – POSITION OFFERED BY LORBER, GREENFIELD & POLITO, LLP (Seattle/Bellevue – Remote/Hybrid)

INTRODUCTION:

Lorber, Greenfield & Polito, LLP is an AV rated Insurance Defense firm. We have developed a reputation as an innovative leader in construction defect litigation. Our ideal is to provide the highest level of personal and professional service for each client.

The firm represents developers and general contractors in all aspects of construction-defect litigation.

Our practice includes defense of claims involving commercial, residential, industrial, government municipal, and high-rise developments. We are committed to pursuing all possible options for transferring risk to third parties to reduce exposure, while providing creative, thoughtful solutions to complex construction-defect claims. Our track record has helped us grow into one of the top law firms in San Diego County, and we offer legal services in San Francisco, Phoenix, Seattle, Portland, Las Vegas, Denver and Albuquerque. This success can be attributed to our firm's ability to achieve successful, cost-effective results through efficient team management, aggressive representation and a continuing partnership with our clients.

However, not all situations can be resolved out of court. When handling your litigation, we make every effort to control costs and accelerate resolution. You receive early evaluation and regular reporting on the status of your case. When appropriate, early settlement is sought. The final verdict can be anticipated to help you evaluate various options early. The lessons we have learned in these areas greatly enhance our ability to deal with the entire spectrum of insurance defense cases.

We were established in San Diego, CA in 1980 and since that time we have experienced a very slow and steady growth. We pride ourselves on our diversity with close attention work/life balance. We remain a hybrid workplace with 95% of our staff working remote.

POSITION(S):

At this time LGP is seeking a full-time litigation paralegal who has been certified by an ABA approved organization or school.

The position is remote, but we do have office space available.

The position requires the following skills:

- basic writing skills;
- basic research skills;
- familiarity with legal terms;
- document review;
- organization;
- attention to detail;
- ability to prioritize work product;
- ability to use Microsoft suite software/Outlook

Skills sought, but not required:

- full management of all discovery;
- summarizing deposition transcripts;
- field work (site inspections, mobile document reviews);
- trial preparation

BENEFITS/COMPENSATION:

As a full-time employee of the firm, you will enjoy an outstanding employee benefits package, including medical coverage with several options for coverage, a \$50,000 life insurance benefit, a group PPO dental insurance plan, vision plan and a long-term disability policy. Dependent coverage under any of the plans is available at designated rates that would be a cost to you. We also offer a Section 125 Cafeteria Plan/FSP and an array of additional coverage under the AFLAC family policies. Please be aware that the benefit programs involve a 30-day waiting period following the effective date of your employment before your benefits become fully effective. After one year of employment you may participate in the firm's 401(k) Plan via American Funds. If you have an account with your current employer, you may rollover those funds into the firm's 401(k) Plan at any time. The 401k plan comes with a 2% Employer Match.

WORK SCHEDULE: Flexible; remote or hybrid 40 hrs./week

PTO: Based upon accrual at the rate of 3 weeks per year for years 1 and 2 and 4 weeks per year thereafter; National Holidays Observed.

PHYSICAL REQUIREMENTS:

This position is basically a desk position so typing, sitting and standing are primary requirements. We are paperless so there is not much in the way of physical strength needed, however, if called upon to attend a field site inspection, there may be a bit of walking and possibly climbing of stairs, but we can accommodate those requirements should applicant be unable to perform that particular physical activity.

REPORTING TO: Supervising Partner(s) and handling attorney(s)

DEI: LGP is dedicated to enhancing and supporting a diverse staff on all levels. We welcome and encourage applications from individuals of every race, creed and color, sexual orientation, disability with diverse cultural backgrounds and language abilities. Being an Equal Opportunity Employer is paramount to our practice. LGP prides itself in providing a work environment that is free from bias and harassment.

APPLYING: Please submit, letter, resume and references (if applicable/available) to Legal Administrator for review: jyoung@lorberlaw.com

SALARY RANGE(S): First year paralegals: \$57,000-\$60,000 (depending on experience);

OTHER COMP.: SIGN ON BONUS – YEAR END BONUS; ANNUAL REVIEW FOR COMPENSATION