

Campiche Andrews Horne, Trial Lawyers PLLC

Civil Litigation Paralegal

Job description

Campiche Andrews Horne, Trial Lawyers PLLC, is a boutique law firm that handles large complex cases such as medical malpractice, personal injury, wrongful death, products liability, commercial vehicle, and maritime injuries. We are seeking an experienced, energetic, and motivated paralegal applicant to assist partners in all phases of litigation and case management. Experience with Clio Manage Case Management software is preferred though no required. State and Federal trial preparation experience is required.

Candidate must have no less than 2-5 years of experience as a paralegal in a personal injury law office, a high level of professionalism and the ability to provide the best in client service, ability to operate independently with limited instruction, ability to multitask and work in a fast-paced environment, and under deadlines and Outstanding communication and interpersonal skills to communicate with court personnel, other attorneys and their assistants, clients, witnesses.

Key Responsibilities include:

- Reviewing medical records, police reports, and other documents to gather evidence that supports the client's claim
- Scheduling client appointments with physicians and other healthcare professionals for treatment of injuries
- Interviewing witnesses and taking detailed notes about their testimony
- Contacting insurance companies on behalf of clients to obtain settlement offers for personal injuries claims
- Drafting and filing legal paperwork such as motions or responses to motions
- Communicating directly with clients and attorneys to keep them informed about the status of their case
- Researching case law, statutory law, and other relevant information related to the case at hand
- Preparing and filing legal paperwork such as summonses, complaints, answers, motions, and subpoenas
- Conducting research on legal issues pertaining to specific case types such as labor law or medical malpractice cases

Compensation includes competitive pay from \$65,000 to \$100,000 (depends on experience), medical, vision, dental benefits, 401k, bonuses, etc.

Please submit CV's, along with a cover letter expressing interest in the position and availability for an initial interview. (Evenings and weekend meetings accepted). All applications kept confidential.

Job Type: Full-time

Pay: \$65,000 to \$100,000 annually (depends on experience)

Benefits:

- 401(k)
- Dental insurance
- Flexible schedule
- Health insurance
- Paid time off
- Parental leave
- Professional development assistance
- Vision insurance

Schedule:

- Monday to Friday

Supplemental Pay:

- Bonus-Pay

Experience:

- Microsoft Office: 3 years (Required)

Work Location: In person