

Job Title: Litigation Paralegal

Location: Renton, Washington

Job Summary: The Client is seeking a dedicated and detail-oriented Litigation Paralegal to join our dynamic legal team. The ideal candidate will support our attorneys in all aspects of case preparation and management, including legal research, drafting documents, and maintaining case files. This role requires excellent organizational skills, strong attention to detail, and the ability to work independently as well as part of a team.

Key Responsibilities:

- File pleadings with various courts in Washington including Federal courts and ensure compliance with court procedures and deadlines.
- Conduct legal research and gather relevant information from various sources.
- Draft, review, and edit legal documents, including pleadings, motions, affidavits, and contracts.
- Prepare case files by compiling documents, evidence, and exhibits for court filings and hearings.
- Assist attorneys with trial preparation, including organizing exhibits, witness lists, and trial binders.
- Manage and maintain client files, ensuring all information is up-to-date and organized.
- Coordinate and schedule meetings, depositions, and court appearances.
- Communicate with clients, witnesses, experts, and court officials as necessary.
- Perform administrative tasks such as filing, faxing, and data entry.

Qualifications:

- Associate degree or Paralegal Certificate from an accredited institution.
- Minimum of 5 years of experience as a Paralegal, preferably in a personal injury plaintiff or defense law firm.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and legal research databases including E-Filing, PACER and FileVine.
- Strong understanding of legal terminology, court procedures, and documentation.
- Excellent written and verbal communication skills.

- Exceptional organizational skills and attention to detail.
- Ability to handle confidential information with discretion.
- Strong interpersonal skills and the ability to work effectively in a team environment.
- Ability to manage multiple tasks and prioritize workload effectively.

Preferred Qualifications:

- Bachelor's degree in a related field.
- Experience with case management software.
- Familiarity with local, state, and federal court rules and procedures.

Working Conditions:

- Full-time position with a standard workweek of Monday through Friday.
- Some overtime may be required to meet deadlines or attend to urgent matters.
- This is an in-person position in the office Monday – Friday.

Compensation and Benefits:

- **Salary Range:** \$72,000 - \$95,000 per year, depending on experience and qualifications.
- **Benefits:** Medical and dental benefits are available to employees.
- **Paid Time Off (PTO):** Competitive paid time off policy.

Equal Opportunity Employer: The Client is an equal opportunity employer and welcomes applications from all qualified individuals, regardless of race, gender, disability, religion, national origin, age, sexual orientation, marital status, veteran status, or any other legally protected status.