



# JOB POSTING

---

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

## **PARALEGAL, ENVIRONMENTAL SECTION**

Provides paralegal support for attorneys in the Environmental Section. Reports to Section Chief. Principal duties include:

### ***Duties:***

- Assist in the discovery phase of litigation. Process discovery requests directed to clients and prepare interrogatories, discovery requests and subpoenas; contact clients or liaisons to obtain documents and responses to discovery; keep track of due dates and prepare discovery-related motions.
- Identify, collect and prepare evidentiary materials in support of motions for summary judgment including affidavits and documentary evidence, at the direction of the assigned attorney. Legal research if requested.
- Assist in trial preparation, as required.
- Provide administrative support to attorneys in the Environmental Section as needed and assigned by supervising attorney or Section Chief.
- Answer telephones; type and copy correspondence, pleadings, and legal documents for filing in state or federal courts; docket pleadings and other documents; maintain calendars of attorney due dates; prepare reports; open and close cases; maintain files; and obtain case information upon request from court personnel and opposing counsel.
- Other duties and projects as assigned by the supervising attorney or Section Chief.

### ***Skills:***

- Paralegal degree or certificate or equivalent work experience.
- Strong legal research and writing skills.
- Proficient computer skills required to include, but not limited to, Microsoft Word, Excel, Time Matters, e-discovery software and various case management tools.
- Good client relations skills, including ability to work with clients to obtain information in a timely manner.
- Excellent communication skills.
- Pleasant telephone demeanor, as clients and opposing counsel must frequently be contacted by phone.
- Familiarity with civil discovery process, including knowledge of the various forms of discovery and appropriate objections.
- Familiarity with summary judgment process, including admissibility of evidence.

- Ability to manage cases including monitoring of due dates. Strong organizational skills required.
- Must maintain professionalism and confidentiality.