Office of the Attorney General
Human Resources
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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 to Chief Counsel for Litigation Division

Provides paralegal and executive administrative support to Chief Counsel for Litigation and Division. Principal duties include:

Duties:

- Provide paralegal and executive administrative support to Chief Counsel for Litigation and Division, including maintaining calendars, scheduling, drafting documents, filing and reporting.
- Responsible for preparation of statistical and other reports.
- Develop and implement Division-related initiatives, protocols and training.
- Assist in preparation of Governor's annual tort report data.
- Maintain Litigation Trial Calendar.
- Responsible for screening new cases, requests for representation, and general litigation inquiries.
- Coordinate and monitor settlement recommendations forwarded to the Governor's Office.
- 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 assist in the preparation of discovery-related motions.
- Identify, collect and prepare evidentiary materials in support of motions for summary judgment, including affidavits and documentary evidence,
- Assist in trial preparation, as required.
- Answer telephone; type and copy correspondence, pleadings, and legal documents for filing in state and federal trial and appellate courts; docket pleadings and other documents; maintain calendars of attorney due dates; and obtain case information upon request from court personnel and opposing counsel.
- Initiate contract requests.
- Responsible for docketing pleadings and other documents into case management systems.
- Opening and closing cases and maintaining files.
- Responsible for mail distribution.
- Process transportation authorizations and travel memoranda.
- Answer telephone; update Litigation Division-related telephone lists and organizational charts; open and close files and cases; maintain and organize files; responsible for office supplies and maintaining supply cabinet.
- Assemble data, copy documents, and maintain databases and files.
- Communicate with outside counsel and client agencies to obtain documents and other pertinent information.
- Provide legal research as necessary.
- Other duties as assigned by Chief Counsel for Litigation and the Attorney General.

Skills:

- Paralegal degree 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, Case Map/Time Map, and various case management tools.
- Good client relations skills, including ability to work with clients to obtain information in a timely manner.
- Communicate clearly and concisely; maintain professionalism in all verbal and written communications and keep others informed on a timely basis.
- Familiarity with federal and state civil procedure.
- Familiarity with civil discovery process, including knowledge of various forms of discovery and appropriate objections.
- Familiarity with summary judgment process, including admissibility of evidence.
- Ability to manage large volume of cases, including monitoring of due dates and prompting of clients to respond to requests for information.
- Demonstrate dependability and adaptability.
- Strong organizational skills required.
- Demonstrate teamwork skills.
- Awareness of ethical concerns, including need for confidentiality.