



# JOB POSTING

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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 Transportation Practice Group**

**Summary:** Assists the Section Chief and Attorneys with preparation and processing of various pleadings and filings. This position reports to Deputies as assigned.

**Duties:**

- Complete all tasks necessary for the preparation of legal documents, including, but not limited to, the preparation of pleadings and tracking hearings; timely documentation of all activities for files; opening and closing litigation cases; tracking cases as well as the assignment of cases, preparing all new litigation case files, preparing agreed findings and judgments, and running and updating reports.
- Communicate with agencies, defendants, attorneys and courts regarding all matters related to the litigation.
- Act as liaison with the outside agencies.
- Maintain all hearing calendars. Sort and direct mail for Section Chief and other assigned Deputies.
- Assist in discovery, witness interview and preparation; subpoena; attend all meetings, hearings, conferences, and depositions, as required.
- Provide legal research as necessary.
- Other duties as assigned by the Section Chief.

**Qualifications:**

- Paralegal degree or equivalent work experience required.
- Must be proficient in computer skills, preferably with Microsoft Office, Excel, Time Matters, e-discovery software, Case Map/Time Map, and Westlaw research, and all other applicable software in use by Division.
- Strong legal research and writing skills.
- 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, discovery process, including knowledge of various forms of discovery and appropriate objections.

- 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.
- Demonstrate teamwork skills.
- Awareness of ethical concerns, including need for confidentiality.