



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, ASSET RECOVERY AND BANKRUPTCY LITIGATION SECTION

Under the general supervision of the Section Chief of the Asset Recovery and Bankruptcy Litigation Section, processes incoming referrals; prepares documents and obtains relevant records for the prosecution of these cases; performs activities related to case management.

Duties:

- Assists in managing state and federal collection cases for various state agencies under the direction of the Section Chief of the Asset Recovery and Bankruptcy Litigation Section.
- Prepares pleadings and correspondence for attorneys' review, communicates directly with state agencies, other law firms and courts on a regular basis; schedules progress of cases; sets hearings; maintains attorney's calendar, etc.
- Assists with opening and managing of probate estates on behalf of State agencies, including ensuring publication of notice of opening of the estate
- Assists with discovery requests and responses and trial preparation.
- Maintains pleading and correspondence log using the case management systems (Latitude, Time Matters and Outlook).
- Open and close files in both Latitude and Time Matters.
- Other duties as assigned by the Section Chief or other attorneys in the Asset Recovery and Bankruptcy Litigation Section.

Skills:

- Paralegal degree or certificate strongly preferred
- Experience in electronic filing and drafting of pleadings
- Knowledge of probate laws and rules
- Court procedures and policies, state and federal statutes; working knowledge of legal research methods, English usage and grammar, basic writing skills, spelling and vocabulary; word processing and computer equipment and software.
- Confidential legal information may not be disclosed.
- Regular computer use is required with ability to operate case and document tracking systems, word processing software, spreadsheet software, and e-mail software. Knowledge of electronic filing procedures for federal courts.
- Apply knowledge of law and legal procedures in drafting legal documents; organize work, plan and complete assignments under high volume of work and short term deadlines; coordinate processing of court actions with attorneys and support staff; prepare statistical reports; deal with confidential and privileged information; develop, design, and input word-processing and computer applications.