

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 offering a hybrid work model allowing for the possibility of working three remote days per week.

PARALEGAL, LITIGATION DIVISION

Provides paralegal support for approximately three attorneys in the Litigation Division. 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 or habeas corpus responses, 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 Litigation Division, 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; 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 supervising attorney, Section Chief or Chief Counsel.

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 and various case management tools.
- Good client relations skills, including ability to work with clients to obtain information in a timely manner.
- 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 large volume of cases, including monitoring of due dates and prompting of clients to respond when required. Strong organizational skills required.
- Awareness of ethical concerns, including need for confidentiality.
- The applicant must be able to competently manage client relationships and communications and to effectively communicate with supervisors and colleagues.