

ATTENTION PARALEGALS

If you are an experienced paralegal who is eager to work on exciting cases at a firm where you will be appreciated and treated well, then read on!

Walker Gressette Freeman & Linton, LLC is a downtown litigation firm that handles a variety of cases throughout the state. With seven lawyers working hard, we need to increase our support team by adding one or two additional paralegals.

Our successful team members are agile and energized by working on a variety of cases. No one staff person is assigned to work on only one type of case or for only one lawyer. WGFL paralegals also understand that keeping up with administrative tasks and being organized are as important as being skilled in document review and drafting of pleadings.

Our firm is committing to treating every employee with respect, which includes a salary and benefits package that rewards hard work and commitment.

JOB DUTIES:

- ♦ Handling all administrative tasks necessary to keep files organized and up to date;
- ♦ Assisting attorneys with drafting, revising, formatting and proofing legal briefs for state, federal, and administrative courts;
- ♦ Monitoring and calendar all court deadlines, including filing deadlines and discovery response deadlines;
- ♦ Drafting legal documents and pleadings, including deposition notices, subpoenas, motions, certifications, and basic briefs for state, federal, and appellate courts;
- ♦ Coordinating timely and accurate filings in federal and state courts, including drafting associated correspondence and service documents;
- ♦ Working with lawyers to identify discovery issues and then drafting and responding to discovery;
- ♦ Reviewing, indexing, and managing large document productions (incoming and outgoing), including reviewing documents for content and relevance;
- ♦ Organizing and managing files, documents, and exhibits; and
- ♦ Preparing for and attending trials, hearings, administrative hearings, and appellate arguments.

QUALIFICATIONS:

- ♦ Bachelor's Degree preferred;
- ♦ At least 2 years of experience working as a paralegal or legal assistant;
- ♦ Proficiency in Word, Excel, PowerPoint, Adobe, and state/federal e-filing systems; and
- ♦ Positive attitude and a willingness to be part of a hardworking team.

INSTRUCTIONS:

If you are interested in learning more, send a resume with brief cover letter explaining your interest and any unique qualifications to Sherry Royster at SRoyster@WGFLAW.com. Please provide your submission in a single combined OCR searchable PDF.

TIMELINE:

Initial interviews for qualified candidates will be conducted via Zoom beginning the week of April 12, 2021. Follow-up interviews will be in person with appropriate COVID-19 protocols observed.