

Tousley Brain Stephens

Litigation Paralegal

Submit Resume and Cover Letter to:
tfarr@tousley.com



Tousley Brain Stephens, a Seattle law firm with a national reputation for its Class Action and Litigation practice, is seeking a Litigation Paralegal.

Job Description: The Litigation Paralegal selected will provide support to the attorneys during all stages of litigation, discovery, eDiscovery, database setup and implementation, document review and production, preparation of witness files, data and document preparation for trial, and post-litigation eDiscovery processes.

The litigation paralegal manages incoming discovery processing requests for information as it relates to pending/potential litigation, investigations, and various other types of matters. The ideal candidate will ensure that projects are adequately handled, tracked, and responded to in an efficient and accurate manner.

Duties:

- Proactively serving as the focal point for litigation team communications and centralized repository for information on project assignments and status
- Overseeing creation, indexing, and continued maintenance of complex case files and document collections
- Managing the creation and maintenance of special collections of documents (including witness files, subject and issue files, experts' reliance documents, etc.)
- Performing complex database searches to locate and retrieve selected documents and potential defendant information
- Assist in developing, documenting, and refining necessary procedures to accomplish discovery process requirements
- The individual will provide on-demand software training and assistance to attorneys and paralegals as needed, and will maintain and troubleshoot all litigation and support software applications
- Interpret and analyze data with guidance and oversight
- Draft chronologies
- Perform research on Westlaw
- Prepare for and attend client meetings, mediations and trials as needed
- Assist with deposition and trial preparation
- Other duties as requested

Essential Requirements:

- At least 5 years of experience as a litigation paralegal
- Exceptional organizational skills and attention to detail
- Ability to proactively monitor and manage deadlines
- Ability to adapt to various work styles and personalities both internally and externally
- A team player who participates and contributes to the success of the firm
- Pleasant and professional attitude
- Strong and effective written and oral communication; and
- High level of proficiency in MS Office Suite, comfortable with technology and basic office related equipment; advanced Excel skills a plus.

This is a full-time position with benefits, including medical, dental, vision, life and disability insurance, and 401K. Qualified and interested applicants should submit a resume and cover letter to Tyler Farr at tfarr@tousley.com. Selected candidates will be contacted.

Tousley Brain Stephens PLLC is committed to equal employment opportunity for all persons, regardless of race, color, religion, sex or gender, national origin, age, veteran status, disability, sexual orientation, gender identity, or any other basis prohibited by applicable law.