

<https://www.matfar.com/job/40293-civil-litigation-paralegal/>

Civil Litigation Paralegal

Description

A boutique firm is currently in need of a Civil Litigation Paralegal for its West Los Angeles office.

Responsibilities

- Conduct initial case assessments and investigate the facts of the case
- Analyze insurance policies and determine coverage and liability issues
- Review medical records, police reports, and other evidence
- Draft legal documents, including pleadings, motions, and discovery requests
- Conduct legal research and prepare legal memoranda
- Organize and manage case files and maintain accurate and up-to-date case information
- Communicate with clients, witnesses, and experts to obtain information and coordinate activities
- Assist attorneys with trial preparation, including preparing exhibits and witnesses for trial
- Attend depositions, hearings, and trials as needed
- Perform other duties as assigned by attorneys

Qualifications

- Paralegal certificate
- 3+ years experience
- Proficient with Microsoft Office Suite and legal software
- Strong knowledge of insurance law and procedures
- Proficiency in legal research, writing, and document management
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Strong organizational and time-management skills
- Detail-oriented and able to manage multiple tasks and priorities
- Law firm experience preferred
- HS diploma or GED

Contacts

If interested and meet the requirements above, please submit your resume or reach out to:

- [Jessica Younker](#)
- jessica@matfar.com
- 213-996-3728

Matura Farrington is an EEOC employer and will consider qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring Ordinance and all other local, state, and federal laws.

Hiring organization

Matura Farrington Staffing Services

Employment Type

Full-time

Industry

Legal, Staff

Job Location

Los Angeles, CA

Working Hours

Hybrid Work Schedule

Base Salary

\$ 75K - \$ 85K

Date posted

April 27, 2023

