

<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](mailto: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

