

<https://www.matfar.com/job/40380-litigation-paralegal/>

Paralegal

Description

Prominent west Los Angeles firm is seeking a highly motivated and skilled Personal Injury Paralegal to join their team. The successful candidate will work closely with attorneys to provide support in various stages of personal injury cases, including but not limited to, client intake, discovery, drafting legal documents, and trial preparation. The ideal candidate should have experience in personal injury law and be able to work independently while handling a heavy case load.

Responsibilities

- Conduct initial client intake and gather relevant information about the incident
- Review and organize medical records, police reports, and other relevant documentation
- Draft pleadings, motions, and other legal documents
- Prepare discovery requests and responses, including interrogatories and requests for production
- Manage and update case files and calendar deadlines
- Communicate with clients, insurance adjusters, and medical providers
- Assist with trial preparation, including witness preparation and exhibit organization
- Perform legal research as necessary
- Attend depositions, hearings, and trials as necessary
- Other duties as assigned

Qualifications

- Associate's or Bachelor's degree in paralegal studies or related field preferred
- Minimum of 2 years of experience in personal injury law, plaintiff experience highly preferred
- Strong organizational skills and attention to detail
- Excellent verbal and written communication skills
- Ability to work independently and as part of a team
- Proficient in Microsoft Office and legal research software
- Knowledge of state and federal court rules and procedures

Contacts

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

[Cesar Mercado](#)

cesar@matfar.com

213-996-3729

Hiring organization

Matura Farrington Staffing Services

Employment Type

Full-time

Industry

Legal, Litigation

Job Location

Los Angeles, CA

Working Hours

Hybrid or remote schedule is available upon completion of training

Base Salary

\$ 85K - \$ 99K

Date posted

May 4, 2023

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.