

<https://www.matfar.com/job/40448-litigation-paralegal-san-francisco/>

Litigation / Real Estate Paralegal – San Francisco

Description

A large, National firm is hiring a litigation paralegal for its San Francisco office who will be responsible for handling all aspects of litigation cases from beginning to end.

Responsibilities

- Managing cases and assisting with client document collection
- helping to draft and review discovery and trial documents
- supporting attorneys during depositions and trials
- working with litigation support staff to manage electronic files.
- The successful candidate must be able to work overtime as needed.

Qualifications

- Minimum of 5+ years Paralegal experience
- Real Estate/Land Use Litigation experience required
- ABA Certified/Bachelor's degree preferred
- Must have strong knowledge of state and federal court rules
- E-filing experience in state and federal courts
- Comprehensive knowledge of all facets of the litigation lifecycle
- Proficiency in e-discovery and litigation support tools

Contacts

If you meet the qualifications and are interested, please submit your resume to or contact:

- [Janet Semino](#)
- janet@matfar.com
- 213-996-3738

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, Litigation

Job Location

San Francisco, CA

Working Hours

Hybrid work schedule. 3 days in office.

Base Salary

\$ 100K - \$ 140K

Date posted

May 11, 2023