**Litigation Paralegal Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Litigation Paralegal who will be responsible for assisting with reviewing documents for the firm.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Thorough cite-checking, blue booking, and general preparation of all briefs
* Case document management
* Identify and analyze any case related issues
* Manage full-cycle litigation discovery process
* Maintain all case production logs, deposition calendars, exhibits, etc.
* Act as a mentor to junior staff and provide support in a collaborative and team-oriented manner

### About you

* Have [insert number] years of prior Litigation experience
* Draft legal documents including initial disclosures, motions/briefs, witness and exhibit lists, discovery requests, responses to discovery, and legal memoranda
* Review, redact, and summarize records including medical
* Possess strong attention to detail
* Have a four-year degree/Bar Association approved certificate
* Experience in Microsoft Word and Outlook
* Have the ability to travel

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]