

JRG Attorneys at Law

Job Title: Employment Law Paralegal
Reports To: Department Head
FSLA Status: Non-Exempt
Department: Litigation
Prepared By: Human Resources
Date: 6/11/2019

Summary: The Employment Law paralegal will manage and organize pleadings, productions, filings for a variety of legal and administrative duties; researches law, investigates facts, and prepares documents to assist attorneys by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Researches and analyzes law sources such as statutes, recorded judicial decisions, legal articles, treaties, constitutions, and legal codes.
- Preparation of court filings, research court rules, format and proofread documents for consistency and accuracy, assemble exhibits and appendices.
- Prepare initial drafts of various pleadings and discovery documents in matters before state and federal courts along in response to agency requests
- Maintain calendars, provide attorney billing/invoice processing support, complete reports and enter time records and create new file and update client matter reports.
- Address client status inquiries and work with clients in regard to document requests
- Witness interviews and preparation of interview summaries prepare government agency filings.
- Maintain matter files, organize and file documents as well as prepare proofread and process legal and administrative correspondence.
- Communicate with clients, opposing counsel, courts, and liaisons.
- Update case information, scan documents, prepare answers, and conduct research.
- Assist with preparation of pleadings and discovery in federal and state court matters and administrative proceedings.
- Assist with preparation of federal and state administrative filings.

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- Analyze, review and organize documents and data from materials produced during discovery; and, prepare/coordinate document production and responses to discovery requests.
- Assist in marketing efforts for the practice area

Qualifications:

To perform this job successfully, an individual must be able to multitask and perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience: BS Degree in Paralegal Studies or Paralegal Certificate or other credential evidencing satisfactory completion of paralegal studies program, or minimum two years related experience, or equivalent combination of education and experience.

Language Ability:

Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from clients, regulatory agencies, or members of the business community.

Math Ability:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of geometry.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

Word Processing, Spreadsheets, Internet software, Outlook email and calendar, Abacus Law Calendar, Database software

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The noise level in the environment is moderate.

Physical Demands:

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit; use hands to finger, handle or feel; and talk and hear. The employee is frequently required to stand; walk and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to lift up to 10 pounds. The vision requirements include: close vision, depth perception and ability to adjust focus.

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