

CORPORATE PARALEGAL/LEGAL ADMINISTRATIVE ASSISTANT

SUMMARY:

This is a hybrid position incorporating duties and responsibilities of a Legal Administrative Assistant and Paralegal. You will provide dedicated support to multiple attorneys as an LAA and various and multiple case support as a Paralegal.

This is a non-exempt position. Hours: 10:00 AM – 6:30 PM, Monday-Friday, with one hour for lunch. On-call and overtime availability is required.

DAILY RESPONSIBILITIES may include but are not limited to:

- Handling client billing and maintaining records of billing guidelines, balances, and deadlines
- Enter attorneys' time
- Format, edit briefs; input TOAs and TOCs
- Make hotel and flight reservations
- Reserve conference rooms and make arrangements for the visitors, including ordering meals, and catering to various requests
- File attorneys' emails in the DMS (Document Management System)
- Coordinate and make copies; put together binders
- Create CDRs and TDRs
- Distribute Key Decision books
- Create shells for documents
- Prepare, e-file and serve pleadings and all related documents to be filed with the Court and maintain the file docket in each assigned case
- Prepare and serve discovery, work efficiently in the e-discovery database system
- Submit requests to the e-discovery system and provide follow-up and updates
- Monitor all activity in assigned cases and respond accordingly, i.e. calendaring, updates to distribution lists, etc.
- Draft correspondence to Court, and routine documents that are filed with the Court
- Conduct research
- Assist attorneys and other paralegals in preparation for trials and provide trial support
- Maintain case calendar

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- Prepare and maintain case and document files, to include submitting File Opening Memos and closing requested client/matters.
- Provide back up to daytime paralegals with projects, Court filings and trial preparations
- Prepare, file and serve pleadings
- Coordinate shareholder notices, audit notices, delivery of subpoenas to witnesses and parties to action(s)
- Develop computer proficiency with all applications required by the job, to include, but not limited to: File&Serve Xpress, Microsoft Outlook, Microsoft Word, Microsoft Excel, PDF Docs, Adobe, iManage filing system, IntApp time entry, IntApp conflict check system, e-discovery databases
- Type and proofread legal documents, memoranda, correspondence, forms
- Attend to Corporate calendar, and assigned attorney's calendars; make appointments and reservations
- Answer phones, take messages or transfer phone calls into attorney's voice-mail, transcribe messages, if needed
- Document production; typing from handwritten copies, tapes and voice-mails
- Send faxes, make copies, send mail by Federal Express and Certified Mail
- Transfer calls and set up conference calls
- Search for addresses, phone numbers and other relevant case information in Outlook and document management system
- Bring things into the system and send e-mails with more than one attachment
- Assist with overflow work when needed and any other duties as assigned
- Assist in other sections if requested, on an as-needed basis

REQUIREMENTS:

- College degree required; previous paralegal experience preferred
- Demonstrated ability to communicate clearly and effectively, verbally and in writing
- Excellent technology skills, including experience working with tables of content and authority, and aptitude; strong typing and proofreading skills
- Ability to learn quickly and eagerly and possessing aptitude to assist with filings and handle paralegal tasks

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- Superior attention to detail and organizational skills
- Proven ability to work in a fast-paced environment; multi-task and meet multiple, overlapping deadlines
- Demonstrated ability to work as part of a team, as well as independently; team player attitude is a must
- Self-starter and motivated; flexible and dependable
- Availability for overtime after hours and weekends

At Young Conaway, you will find a beautiful facility in the heart of Rodney Square; and a dynamic and friendly professional environment with ample opportunities for experience, development and growth.

We offer competitive compensation commensurate with skill level and experience; excellent comprehensive benefits package, including immediate coverage under our medical, dental & vision plans, parking/commuting allowance, 401K plan and generous paid time off; and exceptional opportunities for training, experience, growth, and advancement.

To apply for the position, please submit your resume, writing sample and cover letter with your salary expectations (required) to staff_jobs@ycst.com.

EEO Employer