

BANKRUPTCY PARALEGAL

Young Conaway Stargatt & Taylor, LLP, the second largest law firm in Delaware, with its headquarters in the heart of Wilmington on Rodney Square, is looking for an experienced Bankruptcy Paralegal to join its dynamic Bankruptcy section and its close-knit team of like-minded para professionals.

The Bankruptcy Paralegal will work with and provide support to the attorneys representing debtors, creditors, committees and other parties in large Chapter 11 cases in Delaware and other jurisdictions. The Bankruptcy Paralegal will draft legal documents; prepare daily docket paper flow; file documents with the courts (including appellate courts) through the CM/ECF system; monitor statutory and other important deadlines; maintain critical dates calendars and coordinate schedules; prepare hearing and trial materials, including hearing agendas and binders; and communicate with other parties in interest.

This is an hourly full-time support staff position (7.5 hours per day/37.5 hours per week), with overtime to be expected and compensated accordingly.

DUTIES AND DAILY RESPONSIBILITIES may include but are not limited to:

- Developing and maintaining computer proficiency with all applications required by the job
- Working collaboratively with attorneys, paralegals and other staff to ensure our clients and co-counsel receive superior service and attention
- Assisting with new case filings, working closely with others as appropriate
- Preparing, drafting, e-filing and serving documents
- Assisting counsel with hearing preparation, etc.
- E-filing using CM/ECF in the United States Bankruptcy Court for the District of Delaware and the United States District Court for the District of Delaware and in certain other courts, including outside Delaware
- Communicating with co-counsel and creditors
- Assisting with preparation and e-filing of petitions, resolutions, first day pleadings and drafts
- Coordinating with other professionals and clients to prepare exhibits and documents to be filed
- Preparing fee applications and related materials
- Maintaining case and critical date calendars and working group lists
- Working closely with attorneys and staff (including in other practice groups) on matters related to bankruptcy cases
- Performing searches on various databases and case dockets

REQUIREMENTS:

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- College degree and at least three years of a bankruptcy paralegal experience
- Flexibility and availability for overtime
- Familiarity with local rules of various courts
- Proficiency in e-filing using CM/ECF in the U.S. Bankruptcy Court, U.S. District Court and the U.S. Court of Appeals
- Strong organizational skills and attention to detail
- Proven ability to prioritize multiple projects, meet overlapping deadlines and deal with interruptions and time constraints
- Strong written and oral communication skills
- Proven ability to work in a team environment and independently

At Young Conaway, you will find a beautiful facility and a dynamic and friendly professional environment with ample opportunity 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 and vision plans, parking/commuting allowance, 401K plan and generous paid time off.

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

EEO Employer