

Litigation Paralegal (Experienced)

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Company: Willcox Savage

Location: Norfolk

Category: other-general

Willcox Savage, a commercial law firm with approximately 60 attorneys located in Norfolk, Virginia, seeks an experienced Litigation Paralegal (on-site in Norfolk, Virginia). This position will also include assisting with administrative tasks as needed.

Responsibilities

Assisting with trial preparation to include discovery tasks, evidence preparation, subpoenas, scheduling depositions, and preparing exhibits, witness files, and trial notebooks

Assisting with preparation of legal documents including pleadings, motions, and discovery-related materials

Managing case files

Ensuring that filings are compliant with court rules, filing and e-filing documents in federal and state courts

Assisting with document and medical records review and analysis, and expert retentions

Maintaining documents and files related to legal matters, and managing calendars and tickler system

Position is on-site, in the office

Qualifications

Two or more years of litigation paralegal experience

Bachelor's degree preferred

Strong work ethic and desire to learn

Excellent organizational skills with an eye for detail

Must be able to handle multiple tasks, have ability to prioritize, and be sensitive to deadlines

Excellent written and verbal communications skills

Knowledge and experience in Microsoft, Excel, and PowerPoint

Michelle Shearon

Director of Human Resources

Willcox Savage

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