

Litigation Paralegal

Job Responsibilities, including but not limited to:

This position is responsible for assisting an attorney in providing legal services to clients by performing tasks of a routine nature under supervision by an attorney.

The principal duties of this position include the following:

- Drafting correspondence
- Interviewing clients
- Preparing deposition summaries
- Scheduling and preparing for depositions
- Drafting pleadings
- Responding to discovery requests
- Organizing and maintaining files
- Performing other duties as required
- Drafting summaries of records
- Reviewing and analysis of applicable records
- Legal research

Qualifications

The minimum qualifications for this position include the equivalent of a high school education plus at least two years relevant on-the-job experience, or a four-year college degree, or successful completion of the Certified Legal Assistant examination. A basic knowledge of computers is also required

To apply, visit mitchellwilliamslaw.com/careers. For more information, contact our Director of Human Resources Melissa Trelfa at 501-688-8838 or mtrelfa@mwlaw.com.