

April 02, 2025

LITIGATION PARALEGAL

Johnston Allison Hord is seeking a Litigation Paralegal with 10+ years of experience to support the **Litigation** Department with preparation of moderately complex legal documents, substantive legal research, and other responsibilities related to the firm's legal practice areas. Some responsibilities include:

- Assist attorneys with drafting/preparing pleadings and discovery documents
- Compile, review and prepare documents for production
- Experience and working knowledge of an e-discovery platform
- Communicate with clients, witnesses, experts, outside counsel and court personnel with respect to scheduling meetings, depositions, mediations, hearings, and trial dates
- Arbitration/trial preparation, including electronic presentations, coordination of witnesses, and management of arbitration/trial exhibits
- Conduct investigative research and gather information from a variety of resources
- Assist with retaining expert witnesses including preparation of records for review, supplementing materials throughout case, and assist with trial preparation and appearance
- Assist with court electronic filings
- Legal research on LEXIS and other computer research databases

This position requires excellent organizational skills to maintain a high volume of documents, excellent attention to detail, strong communication skills, accurate typing and proofreading skills, and the ability to handle several projects at one time and meet multiple deadlines in a fast-paced environment.

The qualified candidate must be technology savvy with a strong knowledge in working with Microsoft Office (Word, Outlook, PowerPoint and Excel) and have experience using a legal time and billing system.

College degree and/or paralegal certificate is preferred and Notary is required.

We offer an excellent salary and benefits package.



Please send resume to careers@jahlaw.com

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