

## Senior Litigation Paralegal

Mid-Hudson Law Firm – Millbrook, NY

If you are looking for an exciting career opportunity, a friendly work environment and you can hit the ground running we have the ideal position for you. Dynamic, busy mid-Hudson firm with multiple offices seeks an experienced, self-motivated, goal orientated individual to join its talented paralegal team. Our team of employees are experienced and committed to providing quality legal services to our clientele and we are excited to seek and add another to our success by hiring a seasoned Paralegal.

This role is full-time and the individual that we seek must be excellent at supporting litigation attorneys in all aspects of the practice. Tasks and duties include, but are not limited to: Case management, preparation of pleadings such as complaints, motions, interrogatories, request for production of documents, notice of depositions, briefs and legal memoranda, discovery, and related correspondence. The Litigation paralegal maintains the litigation calendar for multiple attorneys, including recording client meetings, hearing dates, filing deadlines and reminders.

Additional responsibilities include overseeing and planning of discovery phases of all cases in State and Federal courts, scheduling of depositions, hearings, mediations and trials and prepare notices for same; summarize depositions, interrogatories and testimony for review by attorney(s); manage document production; preparation of trial notebook, organize trial exhibits and other documents; prepare witness and exhibit lists, attendance of witnesses at trial; litigation tracking calendar; maintain litigation tickler file; assist attorney(s) in preparation for hearings and trials.

Our ideal candidate will be friendly, approachable and enjoy interacting with our team of attorneys, paralegals and support personnel, as well as our clients. Professionalism is very important as is a showing a genuine concern for the welfare of our clients. This position is detail oriented and requires an experienced individual with the ability to balance a demanding work day schedule. It is essential that it is understood this is a team effort and the individual must have a passion for supporting others.

### Desirable Qualifications:

Knowledge of court systems and court rules and regulations, both State and Federal.  
Knowledge of legal terminology; legal research methods.  
Knowledge of various Computer and Software Programs.  
Ability to organize and prioritize assignments to meet deadlines.  
Ability to deal effectively and courteously with the public, client and staff.

### Minimum Qualifications:

Position requires 5-7 years of job-related experience, or an equivalent combination of training and experience. Legal Assistant Certification desirable but not a requirement.

**Salary:** \$42,000 to \$50,000 / Year

<b>Benefits:</b>	Paid Time Off	Annual Bonus
	Health / Dental / Eye Care Insurance	Parental Leave
	401(k) Retirement Plan	
	Workplace perks such as food/coffee	

**Apply to:** [nbeaulieu@mbwise.com](mailto:nbeaulieu@mbwise.com)