

## **EXPERIENCED LITIGATION PARALEGAL**

Cosgrave Vergeer Kester LLP has an immediate opening for a litigation paralegal to play a significant role in managing a busy litigation practice. The ideal candidate will:

- Have at least three successive, full time years of experience as a litigation paralegal. Work may include personal injury, professional and/or premises liability, and construction practice areas.
- Have experience providing trial support.
- Be highly organized, with demonstrated ability to efficiently manage discovery, preparation of exhibits for depositions and trial, interview witnesses, schedule witnesses and experts, issue subpoenas, review and summarize medical and employment records.
- Requires ability to conduct background research using various internet tools, including social media sites.
- Have advanced proficiency in Microsoft Office: Word, Excel, Outlook, PowerPoint software. Knowledge of ProLaw desirable.
- Be an energetic, self-starter who is able to prioritize and keep track of details in multiple cases, calendars and deadlines.
- Be familiar with Oregon and Washington rules.

You will work closely with partners and associates to: prepare and respond to discovery requests, including review for privilege, redaction and bates labeling of documents; review and analyze medical records with preparation of comprehensive medical summaries; conduct factual and background investigation through use of internet tools and social media; perform document management and analysis; interview witnesses; and prepare for trial and arbitration. Your excellent written and oral skills, combined with a good sense of humor and intellectual curiosity, will contribute to your success on this busy team. Position requires ability to quickly solve problems as they arise.

Paralegal certification or college degree preferred; equivalent work experience and training may be substituted.

Schedule is 8:30 am to 5:00 pm with additional hours required at times.

If you meet all of the above qualifications, please complete an Employment Application and send your resume and cover letter to: [humanresources@cosgravelaw.com](mailto:humanresources@cosgravelaw.com).

We offer a fast paced, team-oriented work environment with competitive compensation, professional development support and a generous benefit package, including medical, dental, life and disability insurance, 401k, paid vacation and more.

Cosgrave Vergeer Kester LLP is an equal opportunity employer. We welcome all applicants and strive to provide a workplace in which all employees feel included, respected and valued. If you have questions or require assistance, please call 503-323-9000 and ask to speak with the human resources representative or email [humanresources@cosgravelaw.com](mailto:humanresources@cosgravelaw.com).

Job is open until filled. All inquiries will be handled confidentially.