

EXPERIENCED PARALEGAL - CIVIL LITIGATION

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 two successive, full time years of experience as a litigation paralegal. Work will have an emphasis on personal injury, including premises liability, and products liability. Work may also include professional liability, and construction.
- 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 NetDocs 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.

Why join us?

If you want to be part of a well-established and growing law firm, and be part of a close-knit group, then this is the place for you! We offer a fast-paced, team-oriented and fun work environment with competitive compensation and a generous benefit package including medical, dental, life and disability insurance, 401k, paid time off 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 meet all of the above qualifications, please complete and employment application (located on our website at <http://cosgravelaw.com/careers>), and send it along with your resume and cover letter to humanresources@cosgravelaw.com. Applications must include all documents for consideration.