



## LITIGATION PARALEGAL POSITION

Mehri & Skalet, PLLC (“M&S”) has an immediate opening for a full-time litigation paralegal.

M&S is a private law firm with a commitment to serving the public interest focusing on civil rights, employment law, whistleblower protection, insurance, and consumer protection issues. Paralegals at M&S are frontline participants in the firm’s creative class action litigation practice and work closely with attorneys, clients, witnesses, and the firm’s many allies in the social justice, policy, and non-profit communities. Please see our firm website, at [www.findjustice.com](http://www.findjustice.com), for more details about our practice.

### **Paralegal Responsibilities**

- Prepare, edit, and format documents and court filings, such as motions, briefs, and exhibits.
- Organize and maintain case files to assist attorneys and serve clients, including internal case file management and utilizing ediscovery platforms.
- Interview clients and potential witnesses.
- Handle calls from potential clients who are seeking legal representation. Obtain critical and detailed case information from potential clients.
- Contribute to document review and deposition/trial preparation efforts.
- Research and understand basic Federal Rules of Civil Procedure, local court rules, and judges’ case management procedures.
- File documents on electronic court dockets.
- Synthesize large volumes of materials and create summaries, Excel documents, and Power Point presentations.
- Engage in data entry.
- Serve as firm pleadings clerk, including maintaining attorney calendars and electronic file for all litigation records.
- Provide general office support as needed.

### **Qualifications**

- Bachelor’s degree or equivalent experience.
- Superior organization and time management skills.
- Proficiency in Microsoft Word, Excel, PowerPoint, and internet research.
- Ability to communicate effectively and clearly both orally and in writing and ensure communications are timely and appropriate.
- Ability to work well with diverse colleagues, clients, and co-counsel and to support the firm’s commitment to inclusion.

- Ability to work well independently and on a team as well as to manage multiple assignments simultaneously.
- Highly motivated and self-starting individual who has the ability to clearly organize, plan and take responsibility for assignments and deadlines, and who can prepare for both short and long-term projects with shifting priorities and time sensitivities.
- Commitment to the firm's cases and to maintaining client confidentiality.
- Availability to work Monday through Friday and occasionally to work paid overtime during the week and on weekends.

Related prior work experience, commitment to the firm's practice areas, knowledge of litigation and legal proceedings in federal court, understanding of court dockets or PACER, or experience with Everlaw (or ediscovery systems) is a plus. We also will consider candidates without this knowledge or experience who have at least a bachelor's degree and are interested in working in a public-spirited law firm for at least two years before potentially starting professional or graduate school.

**Travel:**

- Some travel may be required.

**Perks**

- Supportive work environment with a team that is dedicated to using the law to help others
- Health and dental benefits
- 401(k) plan with matching employer contribution
- 15 days paid annual leave, plus sick leave, and holidays; eligible for 20 days annual leave after 5 years with the firm
- Paid parental leave

**Inclusion, Diversity, and Equal Opportunity**

Mehri & Skalet is committed to fostering a diverse and inclusive work environment. We believe that a diverse team improves our work product, enhances our ability serve our clients, and strengthens our ability to attract talented individuals. We strive to maintain a culture that celebrates the strengths of every team member. The firm engages in ongoing efforts to foster a culture of mutual respect and to attract, retain, and promote outstanding lawyers and administrative staff from all backgrounds, perspectives, and abilities. We advance equal opportunity without discrimination on the basis of race, ethnicity, national origin, sex, pregnancy, gender identity, gender expression, ability, religion, sexual orientation, age, veteran status, marital status, personal appearance, family responsibilities, genetic information, matriculation, and credit history. We prohibit retaliation for making or supporting a concern of discrimination.

If you would like to request a reasonable accommodation during the application or hiring process, please contact Ellen Eardley at [eeardley@findjustice.com](mailto:eeardley@findjustice.com) or (202) 822-5100.

**To Apply**

Please send cover letter, resume, and writing sample to Paralegal Director Lee-Ann Foster Brady at [info@findjustice.com](mailto:info@findjustice.com).