

Mehri &Skalet

SENIOR LITIGATION PARALEGAL POSITION

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

M&S is a private, mission-driven law firm focused on civil rights, employment law, whistleblower protection, consumer protection, and insurance issues. We also represent K-12 school districts in multidistrict litigation involving the opioid crisis and the harmful impacts of social media on children. Paralegals at M&S are front-line 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, for more details about our practice.

Senior Paralegal Responsibilities

- Supervise and mentor junior paralegals and legal assistants, providing guidance on firm procedures and specific case tasks.
- Serve as paralegal team lead and project manager on complex matters.
- Anticipate case and project needs, proactively contribute to client goals, and plan workflow.
- Prepare, edit, and format documents and court filings.
- 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.
- Communicate with clients to gather information, provide updates on case progress, and offer general support throughout the legal process.
- Contribute to document review and deposition/trial preparation efforts.
- Research and understand basic Federal Rules of Civil Procedure, local court rules, and individual judge’s case management procedures.
- Manage the filing of legal documents with courts and government agencies, ensuring adherence to deadlines and procedural requirements.
- 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.
- Commit to the firm’s core values, including respect, creativity, client-centeredness, and integrity, as well as to our inclusion and diversity framework.
- Provide general office support as needed.

Qualifications

- Bachelor's degree or equivalent experience.
- At least three years of litigation 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 can 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.
- Available to work Monday through Friday and occasional paid overtime.

Perks

- Supportive 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
- Hybrid work schedule

Salary

- \$60,000 to \$75,000 per year based on experience.

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 to 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 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.