



Litigation Paralegal

KWA is currently looking for a highly motivated litigation paralegal who enjoys working in a progressive-minded value-driven organization. We are looking for candidates with excellent organization and communication skills who are goal-oriented. Have the ability to prioritize conflicting demands, takes initiative, outstanding interpersonal skills with the ability to work in a group and independently. The primary responsibility is providing paralegal support to the litigation attorney. Some of the primary responsibilities of a litigation paralegal are.

- Management of a high volume case load.
- Ability to work independently on discovery, document review, case management, file organization and trial support.
- Ability to draft basic pleadings in support of the litigation process.
- Calendaring and e-filing.
- General familiarity with and understanding of the civil litigation and appellate process.
- Backup other departments as needed.
- Able to maintain regular and consistent attendance at the Firm worksite and other worksites that may be assigned.
- Education: Paralegal degree or equivalent experience
- Experience: Must have 2-4 years of experience in general civil litigation practice, business/contract litigation and real estate law litigation.

MISC

- Practical experience with litigation support and case management software including Black Knight, Tempo, Lenstar, and Vendorscape.
- Hours 8:00 am -5:00 pm M-F with the ability to flex your schedule.
- Casual dress
- Paid time off (PTO): 1st year 3 weeks with a max of 5 weeks.
- 9 paid holidays
- Flex time

Great work environment and attractive benefits package including health, FSA, HSA, dental, vision, disability, and life insurance, 401(k) Plan, paid holidays, paid volunteer time off, and generous paid time off (PTO) policy.

KWA IS AN EQUAL OPPORTUNITY EMPLOYER: Applicants are considered for positions without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, or any other consideration made unlawful by applicable federal, state or local law.