

Litigation Paralegal

Seeking civil litigation paralegal with at least 3 years of legal experience to assist attorneys with all aspects of file and case management, as well as some office administration. Responsibilities associated with this full-time position include e-filing, docketing, calendaring, drafting correspondence and motions, calendar management, making travel arrangements, and other duties as assigned by attorneys. The necessary skill set requires competency in Word, Excel, Outlook; excellent communication skills and excellent organizational skills. Strict attention to detail, a professional demeanor, and a strong work ethic are essential.

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