

Firm/Company Name:	Horn Williamson	Website:	www.hornwilliamson.com
Job Title:	Paralegal	Work Option:	[i.e.: onsite, hybrid, remote, etc.] Hybrid
Department/Group:		Posted By:	Jennifer Allegra
Location:	Philadelphia, PA	Travel:	
Salary Range:		Position Type:	[i.e.: full-time, part-time, etc.] Full-time
HR Contact:	Jennifer Allegra	Date posted:	11/7/2024

How to Apply: (Fax, Email, Mail, Link, etc.):

jallegra@hornwilliamson.com

Job Description

Brief Summary:

Horn Williamson, LLC, a WBENC certified law firm, has an opportunity for a Plaintiffs Litigation Paralegal. We are a fast growing, high energy firm concentrating in plaintiffs construction litigation. Horn Williamson enjoys a friendly, collegial work environment.

Duties:

- Draft and file discovery and pleadings.
- Preparation and organize documents needed for depositions, hearings, trials, mediations, etc.
- Knowledge of the local court rules and ability to e-file.
- Provide detailed, focused, and proactive litigation support.
- Heavy client contract.
- Obtain documents from clients and other sources.
- Draft correspondences and maintain client electronic files.
- Assist in management of eDiscovery, including organization, searches, productions, redactions and preparation of log.
- Research rules and procedures, public searches, and compile information for attorney review.
- Maintain excellent working relations with clients, lawyers, law firm staff, and outside firm contacts.
- Ability to prioritize multiple projects and complete them within required deadlines.
- Complete special projects and duties, as needed.

Skills/qualifications:

- Ideal candidate will have an associate or bachelor's degree and a Paralegal Certificate.
- Minimal 5 years' experience in civil litigation
- Excellent organizational, time management, research, and analytical skills
- Excellent communication skills, both written and verbal
- Self-starter, able to work independent as well as in a group.
- Strong computer skills (Microsoft Office, iManage, Kofax/Nuance, eDiscovery software)
- Detail oriented and able to multitask.
- Ability to develop and maintain professional relationships through proficient interpersonal skills.