



WRIGHT LINDSEY JENNINGS

## Paralegal

### Job Summary:

The paralegal assists attorneys with various client services, which may include research and fact investigation, document preparation, client and witness communication, document analysis, file management, trial preparation and attendance, and other related functions.

### *Supervisory Responsibilities:*

- None.

### *Duties/Responsibilities:*

- Meets with attorneys, clients, and other professionals to discuss assigned cases or projects.
- Drafts legal documents including routine pleadings and motions, affidavits, and discovery.
- Researches and analyzes statutes, regulations, legal articles, judicial decisions, and other legal sources; provides written analysis to attorneys.
- Interviews clients and witnesses and prepares summaries of their statements.
- Prepares, organizes, maintains, and retrieves case files, which may include evidence, exhibits, depositions, pleadings, and related information.
- Assists attorneys with trial preparation, which may include attending trials.
- Meet annual billable hour budget and log billable hours daily.
- Performs other related duties as assigned.

### *Required Skills/Abilities:*

- Strong verbal and written communication skills.
- Strong interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to function well in a fast-paced and, at times, stressful environment.
- Ability to maintain confidentiality and to exercise discretion and good judgment.
- Proficient with Microsoft Office Suite or related software.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. Wright, Lindsey & Jennings LLP is an equal opportunity employer committed to diversity in the workplace.