

About the Job:

Established AV-rated Missoula law firm is seeking a full-time litigation paralegal to join our litigation team. Our firm is rated among the top firms in Montana according to Benchmark Litigation, Chambers and Partners, and other independent rating groups.

Must be able to work in a fast paced, deadline driven environment with attention to detail and the ability to multi-task. Must also possess strong interpersonal, administrative and organizational skills and be able to work independently, as well as part of a team. Candidate should have excellent written and verbal communication skills and be proficient with Microsoft including Office Suite and law firm timekeeping software (firm uses Orion). Prior experience is preferred.

Job Duties:

- Schedule deposition/court events with attorneys and others in attendance. Manage calendars and inform attorney of upcoming deadlines;
- Providing regular, substantive communication to firm clients to advise them of the status of their case and work with them to compile responses to discovery requests, disclosure information and other updates;
- Prepare drafts of pleadings, motions, and other court documents;
- Reviewing and summarizing file details, and calendaring/tracking/managing deadlines and tasks;
- Preparing, collecting, summarizing and organizing the information, data and evidence for use by attorneys in hearings or trials along with preparing and organizing, notes, medical records, legal documents and client materials;
- Assist attorneys by researching legal precedent, investigating facts, and preparing legal documents;
- Coordinating lien, litigation, and bankruptcy searches using Pacer and other software;
- Assistance with litigation-related projects as needed;
- Verify documents for accuracy. Editing and proofreading legal documents; researching, organizing medical records, public and private records as needed.

The listed duties are not exhaustive, and the ideal candidate will be self-motivated, be able to multi-task, prioritize, and re-prioritize as may be necessary, and possess legal knowledge and insight in order to predict and execute tasks without constant

supervision and guidance. Also the ideal candidate must be able to take direction from multiple attorneys as may be necessary.

Minimum Qualifications:

- Bachelor's Degree or an equivalent combination of legal experience and education;
- Experience interacting with clients;
- Excellent written and verbal communication skills
- Experience in drafting complaints, motions, answers, and other pleadings and knowledge of the local rules of court, performing legal research, correspondence etc.;
- Strong automation skills to navigate various software programs;
- Strong attention to detail and organizational skills required;
- Prior legal research experience a plus;
- Ability to work efficiently in a fast-paced environment;
- Proactive results-focused work ethic;
- Proficient in Microsoft Office Suite 2016;
- Background in a time management system, Orion preferred;
- Background in a document management system, Worldox preferred.

Application Instructions:

All interested candidates must send a resume together with a cover letter, and references, to ammurray@boonekarlberg.com. This position will remain open until filled.

Benefits/Starting Salary:

We offer a competitive compensation package that includes health, life and long-term disability insurance, 401(k) with matching, and paid time off.

Job Type: Hourly

Equal Opportunity Employer:

Boone Karlberg is an equal opportunity employer. Boone Karlberg does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.