

Litigation Paralegal

Does your bucket list include making the Guinness Book of World Records for SUCCESSFULLY juggling the most items? Do you daydream about beating your next deadline—two weeks before it's due? Is your superpower knowing what someone needs before *they* even know they need it?

Final question: When faced with a challenge, do you get excited or run away?

If you love the pressure of deadlines, have a microscopic attention to detail, rival Jedi mind trick abilities, and enjoy 19th century architecture coupled with the smell of stained mahogany (AKA courtrooms), you may be the perfect fit as our Litigation Paralegal.

As a Litigation Paralegal you will be responsible for managing all cases in the litigation phase of the case cycle, including client communication, calendaring, discovery, e-filings, research, trial preparations, and, best of all, **TRIAL**.

You'll have the opportunity to work directly with a litigation attorney to develop efficient processes and procedures that will shape our law firm for years to come—all while pushing cases toward the courthouse to get stellar results for our clients. Your goal will be to get defense counsel to say, "This case is moving at lightning speed!"

*****IMPORTANT: TO APPLY*****

You will be evaluated and vetted based on your ability to follow instructions

Do not apply through the contact form on our website.

To Apply: Please call **713-965-4129** to receive step-by-step instructions

Key Responsibilities Include:

- Initiating contact with clients to establish a rapport and educating them throughout the stages of the litigation process.
- Managing 50+ cases in different stages of litigation including discovery, depositions, mediation, and trial preparation.
- Performing legal research on various topics related to personal injury litigation.
- Developing processes and procedures alongside a litigation attorney and client success manager to ensure a smooth, first-rate client experience during litigation.

About James Trial Law Firm

James Trial Law Firm is a fast-paced, high growth plaintiff's personal injury firm with an unwavering commitment to an exceptional client experience. We walk every day in our clients' shoes because we've already been there—either through our own injuries or that of close family and/or friends.

We understand that what we do is more than a job, *it's a calling to help others*. We are all about hard work and being grateful that our clients have chosen us to fight for them.

Why You Should Work Here

- You will become part of a cohesive team with attorneys that are down in the trenches working side by side with the rest of the team.
- You will be working with a team that is encouraging and supportive—happy to help and teach as you work toward growth.
- You will experience working in a culture that strives for excellence in everything we do and pushes you to grow both professionally and personally.

If you're looking for a job that's dull and easy, we're not the firm for you. We put 110% into everything we do. Greatness is achieved through hard work, discipline, and sacrifice, and we're determined to be GREAT.

If you'd like to be part shaping the future of a growing law firm that believes in doing things differently, then we want to hear from you.

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Our requirements are pretty straightforward. To qualify you must:

- Have a paralegal certificate or three years of relevant experience
- Have the ability to spot a typo or grammatical error from a mile away
- Have a fast-paced work ethic that empowers you to meet tight deadlines
- Be able to anticipate next steps and execute
- Possess “Donna Paulsen-like” organizational skills with a microscopic attention to detail
- Able to navigate MacOS (Apple computers)

Past Experience Desired (but not required):

- Bilingual (English/Spanish)
- CASEpeer client management software
- Texas e-file
- Proof process service
- Fastcase
- Drafting/Responding to written discovery
- LitSoftware Suite