

Falls Law Firm, PLLC is seeking a full-time Litigation Paralegal with 5+ years of prior experience to assist with our fast-paced Large-Loss Property Subrogation practice. The ideal candidate must be highly organized, detail-oriented, and able to balance multiple tasks simultaneously. Candidate will be expected to have substantial capacity to juggle a large caseload, as well as comprehend complex subject matter. Among other duties, the candidate will be expected to handle the following:

Some responsibilities include:

- Drafting correspondence and legal documents including letters, motions, discovery requests/responses, subpoenas, and case summaries.
- Performing investigative inquiries and background research.
- Coordinating with experts regarding scheduling joint scene and joint lab investigations.
- Gathering, analyzing, and preparing documents for production.
- Organizing adjustment file documents and preparing damage demand packages.
- Assisting with court electronic filings.
- Legal research on Westlaw.

Qualifications:

- Bachelor's degree and paralegal certificate are preferred.
- Clear and effective communication skills both orally and written.
- Strong computer skills.
- Attention to detail and organizational skills are critical.
- Must be able to work independently and be proactive.
- Must be able to multitask and successfully manage a variety of demands daily.

If interested in this position, please send your resume directly to Lisa Buckner at lbuckner@fallslawfirm.com or to metrolinaparalegal@gmail.com.