



Clayton Search

Title: Commercial/General Litigation Paralegal

Location: Tampa, FL

Job Responsibilities Include but are not limited to:

- **Admin Duties:** process incoming cases; set up and maintaining files; set up new matters; E-Filing; input of billing entries; handle communication with clients
- **Scheduling:** coordinate: hearings, depositions, trials, meetings; monitor and comply with deadlines in accordance with Florida Rules of Civil Procedure
- **Discovery:** draft discovery responses; coordinate client production; gather and organize discovery; conduct Bates-stamping, redacting, duplicating and indexing of documents; work with outside vendors on electronic production under the guidance of an attorney; categorize documents by subject matter; prepare a chronology of facts; create production charts and index
- **Litigation:** work with attorneys in the preparation and filing of all court documents; create, bind and distribute files and courtesy copies; organize briefs, exhibits and appendices; draft subpoenas/summons; prepare exhibits and organize exhibits, files and all other support documents; coordinate trial set-up and logistics; assist attorneys in the courtroom by taking notes, handle exhibits, and mark documents referred to by counsel; assist in the preparation of witness testimony; maintain status reports on all files; and monitor deadlines.

Requirements:

*** Preference will be given to those with commercial litigation experience and paralegal certification.*

- Able to work independently
- Establish appropriate initiative, especially with attorney follow-up items.
- Outstanding time-management, organizational and communication skills.
- Ability to monitor a large caseload at various stages of proceeding.
- Work efficiently and accurately.
- Capability to multi-task and work well under pressure.
- Dependability and reliability