

**Job Title:** Litigation Paralegal**Job Description:**

Hackett Feinberg, P.C. , a 25+ attorney Boston law firm, is seeking a self-motivated paralegal to join its busy Litigation Group. The Litigation Group has a wide-ranging practice that includes commercial litigation, bankruptcy and creditors' rights, workouts, real estate and title litigation, and employment litigation and counseling. The Litigation Paralegal will work alongside and support attorneys in many of these practice areas and through all stages of the litigation practice. The Litigation Paralegal will be responsible for managing the details throughout every phase of litigation including investigations, pleadings, discovery, motion practice, and trial.

The successful candidate will possess initiative, solid organizational, management, and communication skills, meticulous attention to detail, and an ability to handle multiple priorities and deadlines. The Litigation Paralegal's primary job responsibilities will be to support lawyers in the Litigation Group. In addition and along with the other paralegals, you will be expected to occasionally support the Administrative Team by performing various office administration duties as needed. Our paralegals enjoy a hybrid work schedule with three in-office work days and two remote work days per week.

At Hackett Feinberg, our people are our most valuable asset. We are an equal opportunity employer, committed to fostering and preserving a diverse and inclusive workplace. We embrace our employees' differences in age, race, color, ethnicity, religion, gender identity and expression, sexual orientation, and other characteristics that make our employees unique. Therefore, we encourage talented individuals with diverse backgrounds and experiences to apply.

**Responsibilities may include:**

- Case management and calendaring
- Aiding attorneys with written discovery, e-discovery, and investigative research
- Organizing and maintaining pleadings and discovery indexes, as well as electronic case files
- Preparing deposition exhibits and organizing deposition logistics
- Preparing and filing court documents (including paper copies and electronically)
- Communicating with vendors, outside attorneys, and clients, primarily by phone and email

**Qualifications:**

- BA/BS or Associate's degree in Paralegal Studies or equivalent field required
- 2+ years litigation experience preferred
- Understanding of real estate title preferred
- Proficiency with Microsoft Office Suite (including PowerPoint and Excel), pdf software, and Outlook
- Proficiency using CM/ECF, USPTO, and other government electronic filing systems
- Familiarity with Westlaw and other research and law practice applications
- Ability to handle stressful situations and remain calm under pressure
- Excellent interpersonal and oral and written communication skills