

Date: 7/28/2023

Position:	Litigation Paralegal
Job Type:	Full time, permanent
Firm Name and Address:	Skarzynski Marick & Black LLP 353 N. Clark Street, Suite 3650 Chicago, IL 60654
Send Resumes to:	Stephanie Rehal srehal@skarzynski.com Kaitlyn Hewson khewson@skarzynski.com
Hours:	9:00 AM – 5:15 PM with 1 hour lunch and 2 breaks (7.25 Hours Per Day / 36.25 Hours Per Week) Some overtime as needed
Experience Desired:	Minimum 3-5 years litigation experience

About Skarzynski Marick & Black LLP

Skarzynski Marick and Black LLP is a mid-size business law firm with extensive experience in insurance. We are co-centered in New York and Chicago with additional offices in Jersey City, New Jersey and Los Angeles, California.

About the Role

This position is located at our Chicago office and reports directly to the attorneys, Paralegal Coordinator and Director of Administration. We offer a competitive salary commensurate with experience and a comprehensive benefits package, as well as a dynamic and friendly work environment and the opportunity for personal and professional growth.

Responsibilities

- Compile and organize case materials; and compile relevant documents in databases and network drives to maintain an accessible case file
- Case management, including advanced working knowledge of E-discovery databases in Relativity and/or DISCO, including the technical aspects of collecting, reviewing, and producing electronically stored information, including ingesting, tagging, coding and organizing documents, creating saved searches of documents for attorney review, bates stamping, applying redactions, document indexing, and drafting privilege logs
- Assist attorneys with the drafting and preparation of various court filings, including proofreading, generating Tables of Contents and Tables of Authorities, applying Bluebook citation formatting and cite-checking, hyperlinking, and preparing and compiling exhibits

- Electronically file documents in both state and federal courts
- Interact with courts in various jurisdictions
- Research case law using PACER, Westlaw, LexisNexis and CourtDrive
- Deposition and trial preparation
- Calendar all case and filing deadlines

Requirements

- Bachelor's degree
- Minimum 3-5 years of litigation experience working at a law firm, preferably commercial litigation
- Proficiency in using eDiscovery software such as Relativity and/or DISCO
- Advanced proficiency in Microsoft Outlook, Word, Excel and PowerPoint
- Strong organizational and problem-solving skills
- Dependable and punctual
- Ability to manage multiple projects both independently and collaboratively
- Strong written and oral communication skills
- Willingness to work overtime as needed