

HOGE ■ FENTON

JOB ANNOUNCEMENT

Paralegal – Litigation

Hoge Fenton is a law firm headquartered in Silicon Valley providing legal services in a broad range of areas of law. We are recruiting for a full-time **Litigation Paralegal in our San José office.**

Job Summary

The primary responsibilities of the Litigation Paralegal are to perform substantive legal tasks to assist litigation attorneys across multiple practice groups but primarily the Business Litigation practice group.

This role requires someone who has at least 4 years as a litigation paralegal working independently and managing multiple cases. The ideal candidate has experience researching and analyzing law sources, drafting legal documents and discovery responses, summarizing deposition transcripts, and organizing and tagging documents using eDiscovery tools.

Job Duties and Responsibilities

- Research and analyze law sources such as statutes, judicial decisions, legal articles, treaties, constitutions, and legal codes, and prepare summaries or reports for attorney review.
- Draft, organize, and file legal documents and correspondence within Firm's document management system.
- Compile and prepare draft discovery responses.
- Ensure compliance with case deadlines, court hearings, and discovery requests and deadlines.
- Collect, categorize, and interpret data, including electronically stored information. Utilize eDiscovery software to organize, tag, and analyze electronic stored information.
- Review and analyze reports, responses, and records produced by opposing counsel.
- Coordinate requests between multiple parties involved in litigation by way of consistent communication with client and full partnership with attorney through end of case.
- Prepare for and attend depositions with attorney and summarize deposition transcripts.
- Coordination of all details before, during, and after trial, which may occasionally include attendance and assistance at trial.
- Accurately record daily billable and non-billable hours in the firm's timekeeping system. Ensure all time entries are detailed and submitted promptly to support client billing and internal reporting and meet minimum billable hour requirements.
- Adhere to all legal and ethical standards, maintaining client confidentiality and complying with firm policies.
- Practice and foster an atmosphere of teamwork and cooperation; ability to work productively and cooperatively with other employees.

- Ability to constantly learn new skills as they become necessary.

Qualifications

Education

- Associates' or Bachelor's degree or Paralegal Certificate from accredited school.
- Will consider work experience in lieu of degree or certificate per Business and Professions Code section 6450(c).

Experience

- Seeking 4-6 years of experience with substantive legal work as a paralegal required.
- Minimum of 3 years of litigation calendaring and court filing experience required.
- Applicable knowledge of motions, discovery, evidence, litigation documentation, court rules and procedures, practices, etc.

Skills

- Strong skills in Microsoft Word, Outlook, Excel. Familiarity with PowerPoint, NetDocs, ProLaw, and Disco, a plus.
- Strong word processing skills using Microsoft Word, especially formatting pleadings and redlining.
- Knowledge of legal calendaring is required.
- Proficient in e-filing in State Courts in Bay Area counties (Santa Clara, Alameda, Contra Costa, San Francisco, San Mateo), Federal, and Appellate Courts.
- Ability to handle the workload for three or more attorneys.
- Keen attention to detail.
- Strong proofreading skills.
- Ability to manage multiple priorities and deadlines and work under the pressure of deadlines.
- Ability to think critically and analytically in a pressured environment.
- Maintains a method of tracking one's own assigned tasks in an effective and systematic manner.
- Works efficiently and effectively using the firm's systems, software, and procedures.
- Excellent verbal and written communication skills to interact with attorneys, clients, vendors, court personnel, and other staff members.

Personal Attributes

- Strong work ethic.
- Well organized.
- Punctual and reliable.

- Practices and fosters an atmosphere of teamwork and cooperation; work productively and cooperatively with other employees.
- Ability to constantly adapt and develop skills as they become necessary.

The hourly base salary range for this position is \$44 to \$50. This salary range represents the firm's good faith and reasonable estimate of the range of possible compensation at the time of posting. Actual compensation will depend upon a number of factors, including but not limited to, the candidate's years of experience, qualifications, and skill set.

This is a full-time position with occasional overtime as needed. After candidates are well settled into the role, requests for a one-day-a-week remote work schedule will be considered.

Hoge Fenton has a strong commitment to diversity. We strive to recruit and retain a workforce that welcomes and supports the interests of women, families, and people of any age, race, creed, religion, color, national origin, ethnicity, gender, sexual orientation, gender identity/gender expression, disability, or military or veteran status. Our environment is collegial, collaborative, flexible, and supportive.

Please send resume, cover letter, and salary expectations to Debbie Sanders, Director of HR and Operations, Hoge Fenton: debbie.sanders@hogefenton.com.