



Harter Secrest & Emery LLP

ATTORNEYS AND COUNSELORS

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LITIGATION PARALEGAL EMPLOYMENT OPPORTUNITY Trial Practice Group

Harter Secrest & Emery LLP is seeking an experienced Paralegal to join its Trial Practice group. This is an excellent opportunity for a paralegal seeking to be part of an active legal team committed to providing high quality client service in a specialized practice.

JOB RESPONSIBILITIES:

- Prepare legal pleadings, discovery demands and responses, expert disclosure, and indexes of records for attorney review; summarize and organize transcripts and discovery documents; create spreadsheet summaries of legal claims and discovery records; coordinate paper and electronic information retrieval from clients;
- Review various legal documents pertaining to medical records, appellate records, electronic information, pleadings and transcripts;
- Investigate and gather information pertaining to client cases; and
- Interact with state and federal court systems.

Education and Experience Requirements:

- Bachelor's Degree or equivalent combination of experience and education; ABA approved paralegal certification an asset;
- 3-5 years paralegal experience and thorough knowledge of litigation processes preferred;
- Excellent written and oral communication skills;
- Superior organizational skills; ability to effectively plan work assignments to meet client needs;
- Strong attention to detail and skill in proofreading complex documents;
- Ability to meet deadlines and manage multiple tasks;
- Ability to work independently, yet be an active contributor in a focused work team; and
- Knowledge of Word, Excel, Outlook, Docket Administrator and Internet Search applications.

Recruiting Information:

- Competitive compensation dependent upon education and relevance of prior work experience
- Excellent benefits package:
 - Eligible to accrue 3 weeks of vacation beginning at 1 year of service
 - Significant employer contribution toward health insurance
 - Participation in 401(k) plan upon completion of eligibility requirements

For additional information, contact Rebecca Graf, Assistant Director of Human Resources, Harter Secrest & Emery LLP., 1600 Bausch and Lomb Place, Rochester, New York 14604; (585) 231-1180; Apply on-line at www.hselaw.com (select 'join us'). EOE

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