



Paralegal

Mehri & Skalet, PLLC (“M&S”) has an immediate opening for a full-time paralegal. M&S is a public-spirited law firm focusing on civil rights, employment law, whistleblower rights, fair housing and lending, insurance, and consumer protection issues. Paralegals at M&S are participants in the firm’s creative class action litigation practice and work with attorneys, clients and the firm’s allies in the civil rights and social justice communities. Please see our firm website, at www.findjustice.com, for more details about our practice.

Job Description

Paralegals at M&S are responsible for the administrative aspects of cases and filing pleadings with courts. Paralegals edit and format documents, assist with document review, organize materials for attorneys, and maintain case files. They conduct interviews, assist with online research, perform complex calculations using Microsoft Excel, create tables of contents in Microsoft Word, create PowerPoint presentations, and prepare charts and other explanatory materials for cases. Paralegals regularly interact with class members in our class action matters, handling phone inquiries and preparing mass mailings. Paralegals provide general office support as well.

Qualifications

This position requires a bachelor’s degree, superior organizational skills, attention to detail, and proofreading skills. Candidates must be comfortable managing multiple responsibilities simultaneously. Candidates must work well independently and on a team and must be self-starting. Proficiency with word processing, spreadsheets, the Microsoft Office Suite, and internet research as well as the ability to quickly learn other computer programs are required.

Salary and Benefits

Salary will be commensurate with experience. Benefits include a health insurance plan, vacation and sick leave, and a 401(k) plan.

To Apply

Please send a cover letter, resume, transcript, writing sample, and list of three references to info@findjustice.com. Applications will be considered on a rolling basis.

Mehri & Skalet, PLLC is an Equal Employment Opportunity/Affirmative Action employer.