

You have 2+ years of law firm experience, including **civil litigation**. You are **self-motivated**, enjoy working with people, and take pride in your work and every client interaction. You are detail-oriented and motivated to learn and grow in a **fast-paced** environment.

TriStarr's client, a Lancaster County law firm, is looking for a **Litigation & Discovery Support Paralegal** like you to join their team! The ideal candidates are eager to learn new skills and share their experience amongst a cohesive team.

### **LITIGATION & DISCOVERY SUPPORT PARALEGAL RESPONSIBILITIES:**

- You will provide **high-level daily support** to attorneys.
- You will work primarily with litigation clients but will also assist w/ other areas of practice.
- You will provide **personal and quality legal services** to all clients.
- You will perform other duties as required.

### **LITIGATION & DISCOVERY SUPPORT PARALEGAL EXPERIENCE/SKILLS REQUIRED:**

- You have **2+ years of law firm experience**, including civil litigation support and discovery management.
- Your education and experience equivalent to a BA or BS degree is preferred.
- You must possess **excellent client service skills** with a proven record of building effective relationships both in the office and with clients.
- You can work well with little supervision, prioritize work independently, and pay close attention to detail.
- You have **strong computer proficiency** and the ability to quickly learn and assimilate new systems and information.
- You are proficient with Microsoft Office; your advanced experience with Microsoft Word/Excel and experience with Worldox and practice management systems is a plus.
- You are **tech-savvy** and can think proactively and creatively about the use of technology.
- You exercise critical thinking skills and can analyze and problem solve.

**\*\*\* Please note: Candidates must have clean background checks and be fully vaccinated. \*\*\***

**LENGTH OF ASSIGNMENT:** Permanent

**START DATE:** asap, pending interviews

**PAY RATE:** \$20+/hr., depending on experience

**HOURS:** Full-time, 8:30am-5:00pm, hour lunch

**DRESS CODE:** Business casual/professional