

Jr. Corporate Governance Paralegal

Reports to: Partner and Paralegal Manager

FLSA Status: Non-exempt

Labaton Keller Sucharow's Delaware office is looking to hire an experienced paralegal for our corporate governance litigation practice and appraisal matters in the Delaware Court of Chancery and other courts throughout the country.

Job Duties: Primary duties consist of, but are not limited to the following:

- ✘ Proofread, cite check, and format Court filings and other legal documents consistent with BlueBook and DUC format;
- ✘ Deposition preparation including creating, compiling, and organizing exhibits, hearings, and trials;
- ✘ Indexing discovery documents;
- ✘ Creating tables of contents and tables of authorities for court submissions;
- ✘ Conducting litigation related tasks, including preparation of documents and exhibits for deposition use; and
- ✘ Conducting basic legal and internet research on various subjects, companies, and people using PACER, Bloomberg, BLaw, and Westlaw, Lexis and other electronic research sites.

Qualifications:

- ✘ Must have 2-5 years of experience and proficiency in electronic filing via File&ServeXpress in the Delaware Court of Chancery and Supreme Court of Delaware;
- ✘ Proficient in Court of Chancery rules, guidelines, and practices;
- ✘ Proficient in the use of Microsoft Word, Excel and IManage, as well as Adobe-Pro;
- ✘ Proficient in Westlaw Next, Lexis Advance, PACER and other legal/business sites like Bloomberg Law, Edgars, ThomsonOne/Refinitive and/or S&P Global;
- ✘ Prior experience managing document production and review using Relativity, Concordance and other similar database tools;
- ✘ Must be able to work independently and confidently able to collaborate with individuals at all levels of the organization;

- ✦ Excellent organizational and project management skills;
- ✦ Good attention to detail;
- ✦ Ability to manage multiple projects simultaneously;
- ✦ The work shift for this position is 9:30am-5:30pm five days a week, but applicant must be willing and available to work overtime, both evening and weekends when necessary; and
- ✦ We are looking to hire in the \$70,000-80,000/year range.

Please submit your resume and cover letter to careers@labaton.com.