

Litigation Paralegal – Client Services Focus

FLSA Status: Non-Exempt

Reports to: Chief Marketing and Revenue Officer

Hours: Monday through Friday, 9:30am – 5:30pm, with overtime as needed

Enterprising senior paralegal sought to provide legal support for Case Evaluation and Client Development Teams at plaintiffs' securities litigation firm. The ideal candidate will be interested in expanding their role outside of traditional litigation paralegal responsibilities to include research regarding foreign actions, drafting client updates, and preparing and organizing documents needed for clients to participate in litigation. The ideal candidate will have at least five years of experience working as a litigation paralegal, strong research skills and attention to detail, be an excellent communicator both in writing and speech, be self-driven, relish challenging projects, and be flexible in handling changing priorities. Some knowledge of the PSLRA, stock market, trading, finance, and familiarity with SEC filings is strongly preferred.

Responsibilities Include:

- ✘ Proofreading client reports;
- ✘ Cite checking documents;
- ✘ Preparing initial drafts of written case updates for clients based on materials provided by attorneys;
- ✘ Maintaining calendars for group tasks and deadlines;
- ✘ Maintaining and updating charts and an internal program tracking client involvement in cases and status;
- ✘ Assisting with assembling and tailoring materials for clients participating in cases;
- ✘ Assisting business development attorneys in evaluating prospective institutional clients and preparing client pitches by assembling client intelligence and track records of involvement in litigation; and
- ✘ Assisting team attorneys in researching potential and filed cases, including using all available sources, including the internet, SEC-EDGAR filings, ThomsonOne, and Westlaw/Lexis for obtaining the necessary information in a timely, concise fashion.

Knowledge and Skills Requirements:

- ✘ 5+ years of experience as a civil or commercial litigation paralegal;

- ✘ Proficient in Westlaw or Lexis, PACER and other legal/business sites like Bloomberg Law, Refinitiv and S&P Global;
- ✘ Proficient at cite-checking and blue booking;
- ✘ Strong proofreading skills;
- ✘ Self-driven and motivated problem solver;
- ✘ Excellent communicator skilled in juggling multiple requests;
- ✘ Proficient in internet researching and office programs like Word, Excel, Access, Adobe;
- ✘ Must be willing to work overtime on a regular basis;
- ✘ Finance background or general understanding of financial investments and securities litigation a plus.

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