Firm/Company Name Ballard Spahr LLP

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Job Title [Position]:	Paralegal - Litigation	**Job Category:**	Other Legal
Department/Group:	Litigation	**Posted By:**	Gina Emery-Duplechan
Location:	1735 Market Street	**Travel Required:**	N/A
Level/Salary Range:	Negotiable	**Position Type:**	[i.e.: full-time, part-time, etc.] Full-Time
HR Contact:	Gina Emery-Duplechan	**Date posted:**	1/4/2019
Reports to:	Manager of Litigation Support S	**Posting Expires:**	[i.e., 30-days] 60 days

Applications Accepted By:

Fax or E-mail: 215.525.5096 **Attention:** Gina Emery-Duplechan	**Mail:** 1735 Market Street Philadelphia, PA 19103

Job Description

Brief Summary:

Ballard Spahr LLP has an excellent opportunity for a highly organized, detail-oriented Litigation Paralegal to work in our Philadelphia office.

Ballard Spahr is not accepting resumes from search firms for this position.

Excellent compensation, a comprehensive benefits package and a generous paid time off program is offered. For immediate consideration, please visit http://ballardspahr.com/careers.aspx and apply online.

Ballard Spahr is an equal opportunity employer committed to fostering a culturally diverse environment

Duties:

The selected individual will handle large volumes of work associated with each matter, case or transaction; monitor deadlines; prepare drafts of legal and other documents and correspondence for attorney review; access, compile, analyze and summarize large volumes of information and coordinate efforts between attorneys, clients, outside legal counsel, opposing legal counsel, other parties and outside vendors.

Skills/qualifications:

The ideal candidate will be very detail oriented, have superior communication, organizational, computer and client service skills and be able to multi-task. Must have advanced proficiency in Word, Excel, PowerPoint and internet searching as well as FileSite or another document management system. Must also work well under pressure. The ability to work beyond standard work hours is required to perform the essential functions of this position

[NOTE: Attach separate sheet(s) as necessary with the complete job description]