Firm/Company Name Ballard Spahr LLP

(Send copy of firm logo for posting)

Job Title [Position]:	Litigation Paralegal	**Job Category:**	Other Legal
Department/Group:	Litigation Paralegal	**Posted By:**	Gina Emery-Duplechan
Location:	Philadelphia, PA	**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:**	
Reports to:	Paralegal Supervisor	**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 10103

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

Duties:

Skills/qualifications:

A bachelor's degree and/or paralegal certificate and 1 to 2 years of law firm experience preferred. Experience in foreclosure or consumer finance cases a plus. Must have knowledge of state and federal court rules, procedures and filing requirements and assist with the formatting and filing of electronic court

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