

<b>Firm/Company Name:</b>	Fine, Kaplan & Black	<b>Website:</b>	www.finekaplan.com
<b>Job Title:</b>	Paralegal	<b>Work Option:</b>	[i.e.: onsite, hybrid, remote, etc.] Hybrid
<b>Department/Group:</b>	Legal	<b>Posted By:</b>	LaTyea Johnson
<b>Location:</b>	Remote/Center City	<b>Travel:</b>	Infrequent
<b>Salary Range:</b>	Commensurate with experience	<b>Position Type:</b>	[i.e.: full-time, part-time, etc.] full-time
<b>HR Contact:</b>	LaTyea Johnson	<b>Date posted:</b>	2/24/2023

**How to Apply: (Fax, Email, Mail, Link, etc.):**

Send cover letter, resume and any questions to [ljohnson@finekaplan.com](mailto:ljohnson@finekaplan.com)

**Job Description**

**Brief Summary:**

Fine, Kaplan & Black, R.P.C., a 10-lawyer litigation firm in Center City Philadelphia, seeks a full-time paralegal. The paralegal will assist attorneys in all aspects of the firm's complex commercial litigation docket from investigation of new cases through trial and appeal. The firm is a pleasant place to work, values cordiality and work/life balance, and offers a competitive salary and benefits, including quality health insurance and a generous retirement plan. The firm presently employs a hybrid work model that allows employees to work from home several days per week.

**Duties:**

The paralegal will work to finalize pleadings and motions, including by cite-checking and proof-reading briefs, preparing exhibits, and filing electronically with the Court. The paralegal will also organize and summarize case materials and conduct factual research. Extensive discovery is typical in the firm's cases and the paralegal will work on a variety of discovery related tasks, including reviewing documents, summarizing deposition transcripts and other discovery materials, and assisting attorneys in preparation of written discovery, subpoenas and for depositions.

**Skills/qualifications:**

The successful applicant will have strong written and oral communication skills, the ability to organize and multitask, and be a problem solver and team player. As a small firm, we value people with a willingness to help, whatever the task may be. Proficiency with Microsoft Office (including Word, Outlook, Excel, and PowerPoint), and Westlaw is required. The applicant should also have experience with electronic filing in federal court and the national PACER system. Previous experience in class action or antitrust litigation would be a plus. Applicants should have at least 3 years' paralegal experience in a litigation setting.