Firm/Company Name Anapol Weiss

(Send copy of firm logo for posting)

Job Title [Position]:	Paralegal	**Job Category:**	Legal Administration
Department/Group:	Administration	**Posted By:**	Cristina Ozturk, Director of HR
Location:	Center City Philadelphia	**Travel Required:**	
Level/Salary Range:		**Position Type:**	[i.e.: full-time, part-time, etc.] Full Time
HR Contact:	Cristina Ozturk	**Date posted:**	
Reports to:		**Posting Expires:**	[i.e., 30-days]

Applications Accepted By:

Fax or E-mail: cozturk@anapolweiss.com **Attention:** Cristina Ozturk, Director of HR	**Mail:**

Job Description

Brief Summary:

The Philadelphia office of Anapol Weiss has an exciting opportunity for a Plaintiff's Firm Paralegal/Legal Assistant.

The Legal Assistant will assist attorney(s) by providing clerical and research support services including document preparation and review; interviewing clients and witnesses; research, investigations, and fact-checking; and trial preparation.

Duties:

Keeps cases organized by establishing and organizing files; monitoring calendars; meeting deadlines; documenting actions; inputting information into file database and case management software; confirming case status with attorney.

Manage pre-litigated cases and cases for litigation.

Draft correspondence, pleadings, discovery, and motions.

Requests medical and economic reports from experts.

Entrusted to receive and manage new client intakes for individual and/or mass tort litigation.

Skills/qualifications:

Must be a self-starter with the ability to prioritize and proactively manage a large case load.

Excellent organizational, time management, research, and analytical skills.

Excellent communication skills, both written and verbal.

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