

Litigation Legal Assistant/Paralegal

About the Job

Position: Litigation Legal Assistant/Paralegal

Office: San Francisco, CA and New York, NY

Experience: 2-5 years

Compensation: \$70,000 to \$90,000

Job Description

We are looking for a dedicated and ambitious legal assistant to support our litigation practice. A successful candidate has earned their BA/BS from a top 50 ranked college with a minimum 3.5 GPA, 2-5 years' experience in a similar or related role, interest in the legal field, is analytical and detail oriented, and possesses exceptional communication and interpersonal skills. Success in this position requires a positive, energetic attitude, and dedicated work ethic.

Legal assistant tasks will vary depending on the attorneys' needs and the candidate's own skills and aptitude, but day-to-day responsibilities will include the following:

- Preparing briefs, declarations, exhibits, and proofs of service for filing in court
- Drafting pleadings, discovery responses, and correspondence
- Meeting filing deadlines in state and federal court
- Editing, proofreading, and formatting documents to conform to firm and legal styles
- Conducting legal research and assisting with document review
- Calendaring legal dates and deadlines
- Communicating with clients, court, and vendors
- Creating hearing, deposition, and trial binders
- Maintaining electronic case files and hard-copy archives
- Providing legal support before and during deposition, trial, arbitration and mediation
- Utilizing legal discovery and filing platforms (i.e. Pacer, OneLegal, Relativity, Disco)
- Assisting with admin tasks and special/miscellaneous projects as needed

Who We Are

BraunHagey & Borden LLP is a nationally recognized boutique law firm based in San Francisco and New York. We serve as counsel to public and private businesses, hedge funds and private equity firms facing complex litigation and regulatory events. We frequently represent our clients in bet the company litigation.

We are not a traditional firm, and we do not provide the typical law firm experience. We staff matters leanly; our support staff gets real hands-on work. BHB curates a small close-knit environment, and we take great care in selecting candidates who will excel at a wide range of tasks in a fast-paced environment.

Interested applicants should provide (1) a customized custom cover letter explaining his or her interest in the firm, and (2) a resume. Please send all materials to careers@braunhagey.com.

BraunHagey & Borden is an equal opportunity employer and actively recruits candidates with diverse economic, racial, religious, ethnic, and sexual orientation backgrounds.