



Paralegal

Job Description

Litigation firm with growing national practice seeks experienced litigation paralegal for its Boulder, Colorado office. Ideal candidate will have strong analytical and organizational skills, ability to prioritize work for multiple attorneys and ability to work well with team members. Experience with analyzing medical records a plus. Must have excellent communication skills and function well in a team setting.

Skills must include Microsoft Office Suite including Word and Excel, as well as advanced skills with Adobe. Experience with case management software and time/billing software is required. Must be proficient in e-filing (state and federal level), docketing, file organization, document management and production, preparing disclosure and discovery documents, preparing basic motions, preparing for depositions and trials, and trial assistance. Qualified candidate will have a minimum of 5 years of experience in civil and trial litigation. Some travel is required for trials.

We offer a competitive salary commensurate with experience and abilities; excellent benefits including health, dental, life insurance, short and long-term disability, and matching 401(k) participation.

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