

## **The Opportunity: Senior Litigation Paralegal (Flexible Hybrid Remote)**

**Senior Litigation Paralegals** support the delivery of quality legal services to clients by performing tasks that require the regular exercise of advanced judgment as to the method and manner of performing services, significant substantive knowledge and specialization in their areas of expertise, delegation skills, advanced organizational and issue identification skills, strong written and oral communication skills, and advanced computer skills.

This position is based in San Francisco, CA but is a flexible hybrid position working remotely (in CA) and in-person, as needed.

### **The Day-to-Day:**

- Manages complex litigation matters from intake through trial.
- Takes lead in organizing case materials; prepares chronologies and casts of characters.
- Drafts routine pleadings and discovery.
- Prepares filings drawing upon familiarity with filing process in California and Federal courts.
- Cite checks and proofreads documents confirming validity of legal cites, facts and quotations. Prepares tables of authorities; drafts declarations. Draws upon strong familiarity with Bluebook procedures and legal research software.
- Conducts investigative and factual research.
- Assists in all phases of written discovery including interrogatories and requests for admissions.
- Assists in all phases of document productions: reviews client documents for responsiveness and privilege; prepares privilege logs; reviews incoming productions; conducts searches of online document databases for relevant documents.
- Supports remote and in-person depositions: identifies relevant documents and potential exhibits; prepares exhibit set. Reviews and issue-codes deposition transcripts.
- Assists in preparation of expert witness reports; sends and tracks documents provided to expert witnesses.
- Coordinates trial preparation support; prepares and organizes exhibits and witness lists; arranges witness attendance; prepares offsite trial facilities; coordinates outside trial vendors.
- Attends trial; takes notes; coordinates exhibits and timing.

**Requirements:****Experience:**

Senior Litigation Paralegals are required to have at least five years of experience as a Litigation Paralegal. Up to two years of Litigation Case Clerk experience may be credited towards this requirement.

**Education:**

Bachelor's Degree required. A certificate from an ABA-approved Paralegal training program shows a commitment to the profession but is not required and does not take the place of case clerk/paralegal work experience.

**Knowledge, Skills and Abilities:**

- Significant substantive knowledge of the procedures, terminology and documents relating to complex litigation matters; high degree of specialization in areas of expertise.
- Familiar with filing process in California and Federal courts.
- Outstanding organizational skills, interpersonal skills, delegation skills.
- Demonstrated ability to both understand the “big picture” and pay attention to detail.
- Proficiency in the use of Microsoft Office software (Word, Outlook, Excel), Westlaw, and code-based retrieval systems.
- Excellent analytical skills and the ability to understand and summarize case-related documents.
- Excellent communication skills, both written and verbal.
- Ability to work effectively within a team environment and to work proactively.
- Strong time management skills and the ability to work under pressure in a fast-paced environment; ability to coordinate multiple tasks concurrently.

Please apply by sending your resume and cover letter to [careers@fbm.com](mailto:careers@fbm.com).

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## **What We Provide:**

Farella supports all the members of our Farella family in achieving both personal satisfaction and professional accomplishment. Farella provides competitive salary and excellent benefits including comprehensive, medical, dental, vision, generous PTO, educational reimbursement and charitable contribution matching.

At Farella, we recognize that the contributions, individuality and diversity of all of our professionals are key to the firm's success and meeting the needs of our clients. And like our clients, we value attributes such as enthusiasm, character, and high ethical standards. In fact, these are core qualities in all the individuals who come to work with us—and in all those with whom you will work! The longevity of those in all positions at the firm speaks to the warm, collegial, professional and rewarding environment at the firm. Farella has for many years been named one of the Best Places to Work in the Bay Area by the *San Francisco Business Times / Silicon Valley Business Journal*, and placed #1 in our size category in 2021. We ranked the #4 Best Midsize Law Firm to Work For in the United States by Vault.

## **Who We Are:**

Farella Braun + Martel is a leading Northern California law firm representing corporate and private clients in sophisticated business transactions and complex commercial, civil and criminal litigation. Clients seek our imaginative legal solutions and the dynamism and intellectual creativity of our lawyers. We are headquartered in San Francisco and maintain an office in the Napa Valley that is focused on the wine industry.

Farella's commitment to supporting the industries of Northern California and our entrepreneurial responsiveness to the regional demands, have driven our growth and evolution. Nimbleness and opportunistic management have propelled our success through 60 years. From trial prowess in high-stakes litigation to utility-scale renewable energy project development and complex transactional expertise, Farella's clients rely on and appreciate our fierce focus on client service and high quality work. Farella has successfully fused the quality, experience and resources of large firms with the relationship, flexibility and personal attention associated with a mid-sized firm.



## **Commitment to Diversity, Equality + Inclusion**

We strive to ensure that everyone working at Farella feels like they belong. To that end, our recruiting, retention and practice development programs welcome, support and promote the interests of women, families and people of all ethnicities and sexual orientations. At Farella, we are committed to diversity, both as an ethical ideal and as a business imperative.

## **Recognition**

Farella has received industry and peer recognition equal to any firm in the country. Our attorneys include fellows of the American College of Trial Lawyers, American College of Appellate Lawyers, American College of Environmental Lawyers, American College of Coverage Counsel, College of Labor & Employment Lawyers, and American College of Investment Counsel. Farella has been named among *Law360's* California Powerhouses, featured on the *National Law Journal's* Midsize Hot List.

## **Green Business**

In 2006, Farella was the first major law firm in San Francisco to obtain certification as a green business by the San Francisco Green Business Program, recognizing the firm for meeting the program's stringent environmental standards. We received our fourth Green Business certification in 2020.

*Farella is committed to equal employment opportunity and providing reasonable accommodations to applicants with physical and/or mental disabilities. We value and encourage diversity and solicit applications from all qualified applicants without regard to race, color, gender, sex, age, religion, creed, national origin, ancestry, citizenship, marital status, sexual orientation, physical or mental disability, medical condition, military and veteran status, gender identity or expression, genetic information, change of sex or transgender status, genetic information or any other basis protected by federal, state or local law.*

*Farella is an Equal Opportunity Employer*