



The Opportunity:

Litigation Paralegal (Flexible Hybrid) – Insurance Recovery Group

We have an excellent opportunity for a litigation paralegal to join our renowned Insurance Recovery Group which works exclusively with policyholders, helping them maximize the value of their insurance, and resolve coverage disputes.

We are able to train a candidate with strong Litigation Paralegal experience - including tracking information (e.g. Settlements, Class Action Members, etc.) - who is willing to gain insurance coverage expertise. Prior experience in insurance coverage/risk management is helpful but not required.

This position is based in San Francisco, CA but is a flexible hybrid position working in-person and remotely. Expectation is to work at least three days in the office for the first six months, and at least two days per week, or more as needed, thereafter.

The Day to Day

Insurance-specific Paralegal Tasks:

1. Insurance Coverage Analysis:

- Reviews client insurance policies, pleadings, document productions to determine the scope of coverage.
- Converts policy information into visual charts in Excel/PowerPoint.

2. Claims Reporting/Tracking:

- Prepares and tenders claims to insurance companies, tracks acknowledgments, and analyzes coverage positions.
- Prepares bordereau reports.

3. Invoice Submission/Tracking:

- Prepares submission of defense invoices, tracks payments, and calculates outstanding amounts. Reviews audits/discrepancies and prepare responses if needed.

- Calculates for variances such as fee adjustments, discounts, interest.

General Litigation Paralegal tasks:

We rely upon our Litigation Paralegals for all aspects of case management and document organization from commencement of action through settlement/trial. *For more detail, please see specifics below.*

- 4. Case Management:** Assembles files, pleadings, transcripts and document summaries into comprehensive information management systems. Prepares abstracts, chronologies of events, casts of characters and statistical reports using the case materials. Coordinates and works with the Practice Support Department as needed.
- 5. Commencement of Action and Discovery:** Drafts summons, routine complaints form and answers to complaints. Assists in discovery including Interrogatories, Requests for Admission, Depositions, Document Productions.
- 6. Motions, Briefs and Legal Memoranda:** Cite checks and proofreads documents, confirming quotations and the validity and form of citations. Formats documents, finalizing the tables of authorities and tables of contents. Drafts or assists in drafting motions and stipulations regarding extensions of time, dismissal, and other procedural issues. Prepares documents for filing with the court. Paralegals are familiar with Blue Book and Yellow Book procedures, and skilled at using Westlaw and/or Lexis software for all cite checking related duties.
- 7. Expert support:** Transmits documents to expert witnesses; maintains logs of documents shared with experts.
- 8. Settlements:** Assists in the preparation of materials and data for settlement conferences. Assists in the preparation of releases, motions and stipulations for dismissal, motions regarding jury fee refunds, settlement sheets, affidavits, and other settlement-related documents.
- 9. Trial, Hearing, Arbitration and Mediation:** Prepares and organizes exhibits and drafts exhibit roster. Organizes trial/arbitration/mediation notebooks and binders. Assists in preparing witness lists, subpoenas, pre-trial orders, and jury instructions. Arranges witnesses' attendance. Assists

in preparing trial motions and pleadings by retrieving cases, drafting factual portions of briefs, finding references from deposition transcripts and other documents, cite checking and proofreading, and filing the brief.

Coordinates or assists in the preparation of visual aids and supporting documentation. Attends the trial, hearing, arbitration or mediation and takes notes, coordinates and monitors exhibits and exhibit roster, and monitors objections. Sets-up and coordinates any on or off-site trial facilities.

10. Cooperates with Team Efforts: Demonstrates effective teamwork and provides assistance to other Paralegals as time permits. Works cooperatively and collaboratively with other departments and individuals in the firm. Attends Paralegal Department meetings, as well as Practice Group meetings in the appropriate practice area.

11. Productivity: Prepares and submits time sheets on a timely basis. Paralegals are expected to log 1640 client-billable hours per year. Time logged to certain assigned practice development and *pro bono* matters may be credited towards this billable hour requirement. Paralegals are expected to work overtime as required.

12. Professional Development: Paralegals are responsible for complying with the continuing education and other requirements set forth in the California Business and Professions Code, Section 6450 *et seq.* Paralegals complete an evaluation-input and a professional development plan each year, using the Professional Development Checklist as a guide.

Requirements:

Experience: At least two years of experience as a litigation paralegal. Prior experience in insurance coverage/risk management is helpful but not required.

Education:

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

Knowledge, Skills and Abilities:



- Demonstrated knowledge of the procedures, terminology and documents relating to complex litigation matters.
- Ability to gain knowledge regarding the provisions of insurance policies relating to property, officers and directors, and product liability.
- 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.
- Strong time management skills and the ability to work under pressure in a fast-paced environment; ability to coordinate multiple tasks concurrently; ability to work proactively.
- High attention to detail, excellent organizational abilities, and strong written and verbal communication skills.
- Assist with litigation filings, depositions, and trial/ADR preparation
- Proficiency in the use of Microsoft Office software, LEXIS, Westlaw, and code-based retrieval systems.
- Strong Excel, PowerPoint, and other software for information tracking and calculations.
- Familiarity with eDiscovery and file sharing platforms (e.g., iConect, Sharefile, Box, Relativity, etc.), court e-filing systems (PACER/ECF), deposition and cite checking platforms (Westlaw, Lexis).
- Ability to leverage AI to review and summarize key documents.

To Apply: Please submit a cover letter, resume, and complete the application at: <https://us242.dayforcehcm.com/CandidatePortal/en-US/farella>

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. The annual base compensation range for this California position is expected to be between **\$80,000 and \$120,000**. Placement within the salary range depends upon a number of factors including years of experience and professional skills required for this role. **All levels of applicants are encouraged to apply.** Additional compensation may include



a discretionary bonus, health and welfare benefits, PTO, leave, paid holidays and retirement plan benefits.

Who We Are:

At Farella, we recognize that the contributions, individuality and diversity of all 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*. In 2026, we ranked 2nd place in our size companies. We are ranked on the Best Midsize Law Firm to Work For in the United States list by Vault.

Please see our website www.fbm.com for more information about our practice as well as what makes Farella a special place including:

[Our Commitment to the Community in Which We Live and Work](#) [Recognition](#) [Green Business](#)

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. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

Farella is an Equal Opportunity Employer