

## **PORTER SCOTT**

Porter Scott is Sacramento's premier civil litigation firm, representing a wide range of clients in state and federal courts throughout California. For over 45 years, our team of attorneys and staff have built a reputation for excellence, integrity, and results. We pride ourselves on maintaining a collaborative, supportive, and professional work environment where employees are valued, challenged, and given opportunities to grow.

We are seeking an experienced Civil Litigation Paralegal to join our dynamic team. The ideal candidate will have a minimum of three years of experience working in a litigation firm, exceptional organizational skills, and the ability to manage multiple priorities in a fast-paced environment.

### **Key Responsibilities**

- Organize, review, and summarize large volumes of documents and records
- Create detailed case chronologies for attorney review
- Prepare, issue, and track subpoenas and related records
- Compile and manage document productions, including Bates labeling
- Assist with trial preparation, including exhibit binders and witness materials
- Conduct online and database research and summarize findings
- Review and summarize deposition transcripts
- Communicate with clients, experts, and opposing counsel in a professional manner

### **Required Qualifications**

- Minimum 1 - 3 years of litigation experience in a law firm setting
- Compliance with California Business & Professions Code section 6450
- Strong understanding of legal concepts, including attorney-client privilege and work product doctrine
- Proficiency in Microsoft Office Suite and litigation support software
- Excellent attention to detail, time management, and problem-solving skills
- Ability to work both independently and collaboratively in a team environment

### **Why Join Porter Scott?**

At Porter Scott, we believe our people are our greatest asset. We offer competitive pay depending on experience, along with comprehensive medical, dental, and vision insurance. Employees also enjoy a 401(k) retirement plan with employer contributions, generous paid time off, paid holidays, flexible work schedule and sick leave. We provide opportunities for ongoing professional development and training, and our collegial work environment ensures that your contributions are recognized and valued.

If you are a dedicated paralegal with a passion for litigation and a desire to work with a respected, long-standing firm, we invite you to apply at [www.porterscott.com](http://www.porterscott.com).

Porter Scott

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