

LATINA *Style* E-Newsletter: Career Opportunity

Job Description

Paralegal:

Large DC office of international law firm seeks an experienced Trial Practice/Litigation Paralegal. Primary responsibilities include working on discovery, pretrial and trial; coordinating document reviews and productions; cite checking, shepardizing and “blue booking” briefs and memos; maintenance of case files and conducting internal and external database searches. Successful candidates must have a BA/BS degree and strong academic record; excellent organizational, interpersonal and communication (oral and written) skills; a team player who has the ability to work efficiently in a fast-paced environment with or without direct supervision and handle multiple projects at the same time; ability to supervise project assistants; flexibility to work overtime (including traveling for long periods of time); multiple years of law firm experience. Extensive knowledge of Access, Summation, Excel and PowerPoint also a plus. A paralegal certificate; background in complex litigation and case management experience; and fluency in Spanish preferred. Please send cover letter and resume to washingtonhr@jonesday.com. Principals only; EOE.

Contact: Sandra Madyun
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