

Litigation Paralegal

Job Description

The law firm of Coleman Talley LLP has an immediate opening for a fulltime litigation paralegal in its Valdosta, Georgia office. The successful candidate must have a minimum of 2 years' paralegal experience in medical malpractice and/or insurance defense litigation. Paralegal certification or college degree preferred; high school diploma required. Responsibilities include drafting responses, coordinating client production, gathering and organizing discovery, discovery to plaintiff, non-party production, including processing, organization, and review of records, calendar, monitor, and comply with discovery deadlines, filing of court documents; summarize medical records and prepare chronologies. Preparing attorneys for depositions, mediations and hearings; support for preparing cases for trial, including preparation of exhibit and witness lists, organizing exhibits and exhibit exchanges, coordinating witnesses for trial, assist with expert witness retention, scheduling, providing medical records to expert, and discovery regarding plaintiffs' experts.

Qualifications

- Ability to type 60+ wpm
- Strong organizational skills and ability to multi-task
- Possesses a sense of urgency
- Works both independently and as part of a team
- Proficiency in Word, Microsoft Outlook, Adobe, and Excel
- Self-starter; highly motivated
- Detail oriented
- High degree of professionalism

Benefits

- Paid time off
- Health Insurance
- Dental
- Vision
- Life
- Disability
- Flexible Spending Account
- 401(k) including matching contributions

Coleman Talley LLP hires hard-working individuals with diverse backgrounds, and interests. We value our culture and are proud of our respectful and friendly reputation.

How to Apply

Submit your resume and cover letter to Becky Pearson, Firm Administrator, at jobopportunity@colemantalley.com

About Us

Coleman Talley LLP is a leading mid-size law firm dedicated to providing trusted legal services for more than eight decades. Our comprehensive knowledge and experiences allow our team to serve a variety of legal needs across a wide spectrum of industries from our offices located in Valdosta and Atlanta, Georgia, and Jacksonville, Florida.

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