

Litigation Paralegal

Keller Law seeks an experienced full-time paralegal to support our growing litigation practice in Colorado and Wyoming. Minimum three years' experience. Litigation practice areas include probate, water, oil and gas, and real estate (landlord/tenant, condemnation, adverse possession). The successful candidate will be a self-starter and detail oriented, and eager to provide direct support to our attorneys.

Responsibilities

- Candidate should have experience in preparation and filing of all court pleadings, calendaring all docket matters, documents organization;
- Assisting in deposition and trial preparation;
- Assist attorneys in preparing legal documentation, pleadings, and correspondence including correspondence such as interrogatories, subpoenas, deposition notices, complaints, pretrial orders, legal briefs, and affidavits
- Categorize and interpret data;
- Drafting subpoenas and coordinating with process servers
- Gathering, organizing, reviewing and summarizing court exhibits and records produced by opposing counsel.

Qualifications and Education Requirements

- Minimum three plus years of litigation experience is required
- Candidates should possess high-level organizational skills, and time-management skills
- Talented communicator and writer
- Strong technology and computer skills
- Understanding of legal descriptions and real estate title matters preferred
- Microsoft Office and Adobe PDF skills required
- Notary or ability to obtain notary commission within sixty days of hire
- Attention to detail, accuracy and confidentiality

Location

This position is available *in person* in Craig or Steamboat Springs, Colorado, *semi-remote* (10-20 days annually in Craig, Steamboat Springs or Sterling, Colorado e.g. within a day's drive of Craig, Steamboat Springs, or Sterling, Colorado—please specify preferred location) or *fully remote* (5 days in Craig or Steamboat Springs, Colorado annually).

Competitive salary and paid time off commensurate with experience and opportunity for performance bonuses. To be considered, please enclose a letter explaining your qualifications for the job, salary requirements, and preference as to location (in-person, semi-remote or fully remote) and a resume. Please submit to Whitney Reid at wreid@kellerlawllc.com by February 7, 2021.
