



Litigation Paralegal

Hagens Berman is a national class-action and complex litigation law firm that takes on the world's largest corporations and entities, fighting for the rights of consumers, investors, whistleblowers, employees and others. In the firm's 25 years of practice, Hagens Berman has earned a reputation as one of the most feared plaintiffs firms in the nation, willing to go above and beyond in the fight for victims' rights. Our determination and expert skill are unmatched in the plaintiffs' bar, and our opponents know our name well.

The firm's tenacious spirit has earned it prestigious awards. Hagens Berman has been named to the National Law Journal's Plaintiffs' Hot List eight times and was named to National Law Journal's 2016 and 2017 List of Elite Trial Lawyers.

Founded in 1993, Hagens Berman has grown to over 80 attorneys, 17 practice areas and 11 offices nationwide and has recovered more than \$260 billion for plaintiffs.

More about the law firm and its successes can be found at www.hbsslaw.com. Follow the firm's social media on Facebook, Twitter and LinkedIn.

HBSS is currently seeking a **litigation Paralegal** for its office in Cambridge, Massachusetts. HBSS's Cambridge office focuses on pharmaceutical and medical device litigation, helping to lead the litigation fight nationwide for more affordable prescription drugs and for more responsible pharmaceutical and medical device industry practices. HBSS typically represents consumers, for-profit and not-for-profit health insurers, consumer organizations, state attorneys general, and drug wholesalers and retailers. HBSS focuses particularly on pharmaceutical price inflation, marketing fraud, drug and device products liability, and pharmaceutical industry antitrust.

Responsibilities:

- Prepare pleadings and other legal documents, correspondence, and exhibits, format and proof.
- Assist in the preparation of legal memoranda, cite-check, apply Blue Book rules, format and proof.
- Gather facts, documents, and evidence to assist in the initiation of legal action or motion practice.
- Assist with discovery requests and responses; conduct document searches; organize documents and coordinate document productions, including bates-stamping, redaction, production logs, and e-discovery.
- Maintain and search databases.
- Work with clients and class members to gather and convey information.
- Prepare materials for oral arguments.
- Prepare for trials; organize exhibits, witness materials, the trial notebook, and all other supporting documents; coordinate trial logistics.
- Assist with appellate briefs and appendices, cite-check, apply Blue Book rules, format and proof.
- Perform administrative functions such as assist in maintaining a paperless office by scanning and filing documents in document management system; perform word processing functions, perform filing, e-filing, service and mailing of pleadings, documents, correspondence and courtesy copies, calendar deadlines.

Requirements and Qualifications:

- Bachelor's degree or paralegal certificate preferred with minimum 3+ years' experience as a litigation paralegal.
- Understands complex legal concepts and terminology.
- Knowledge of the rules regulating paralegals/legal assistants.
- In-depth knowledge of Federal court rules and procedures, and the skills to find and understand those in other jurisdictions.
- Knowledge of Federal ECF efilings systems, and the ability to learn efilings systems in other jurisdictions.
- Ability to perform legal research using LexisNexis or Westlaw.
- Ability to draft pleadings and discovery.
- Ability to work independently, organize and prioritize workload, and adapt to changing priorities.
- Ability to follow written and verbal instructions
- Ability to perform under tight deadlines and maintain patience in high pressure situations.
- Strong working knowledge of advanced functions of Microsoft Office (including Word, Outlook and Excel) and Adobe Acrobat.
- Ability to work collaboratively in a team environment.
- Excellent interpersonal, organizational, planning, verbal and written communication skills.
- Must manage highly confidential information with professionalism and unquestionable integrity.

Please send cover letter and resume and include "Boston Litigation Paralegal" in the email subject line.