



JOB POSTING – GOVERNMENT PRACTICE PARALEGAL POSITION

ADAMS LAW, PLLC

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Contact: Joseph A. Fuerst
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Position and Title: PARALEGAL
Department: GOVERNMENT PRACTICE GROUP

Overall Responsibilities:

Provide substantive, para-professional support to the attorneys in the firm's government practice group representing city and county governments, special purpose entities, governmental agencies, and school districts. This may include support for general counsel duties, litigation, open records requests, insurance disputes, school district and district employee relations, foreclosures, as well as expulsion hearings, disciplinary review hearings, and special education due process hearings. Duties will be under the supervision of the firm's attorneys.

Paralegals will practice in accords with the firm's paralegal guidelines and within the rules and regulations established by the Kentucky Bar Association (S.C.R. 3.700).

Required Skills:

The firm seeks capable paralegal candidates with paralegal litigation and/or government practice experience, who want to excel and develop to the highest standards in their profession. The candidate will be responsible for tracking billable hours and meeting annual productivity goals.

The position requires experience and proficiency with document management, ECF filing and general proficiency with technical computer applications and systems.

Position requires knowledge and experience with electronic discovery, and specifically the identification and production of electronically stored information (ESI).

Furthermore, candidates must possess exceptional organizational skills, excellent oral communication and writing skills, and a basic understanding of legal processes and proceedings; candidates will possess an ability to multi-task, prioritize assignments, and work with and support multiple attorneys, as well as operate within a team-oriented environment; candidates will possess an ability to accept and complete multi-assignments that are time-sensitive, from all or any of the attorneys who require paralegal support. Working outside of and/or in addition to regular hours may be required and is expected.



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Areas of Responsibility:

Specific responsibilities will include, but are not limited to, the following:

Liaison: Serve as liaison with client and client representatives and employees. Serve as liaison between clients, experts, opposing counsel and third parties. Understand various processes in the multiple jurisdictions within federal and state court and local agencies.

Ordinances/Resolutions: Drafting Ordinances and Resolutions, and School Board Policy Updates under the supervision of practice attorney.

Discovery: Identify potential witnesses, conduct interviews, investigate, and gather evidence. Communicate with clients or individuals within the client's organization to develop responses to discovery requests. Organize, summarize, and control document productions, including collecting, organizing indexing and logging.

Motion Practice: Assist with motions. Organize exhibits and verify compliance of pleading for filing within the court or local agency, while taking into the account the specific rules of the court and specific rules set forth by the Judge assigned to the matter. Proficiency with electronic court filing (ECF), specifically as used in federal courts and assumes responsibility for ECF filings within the practice group.

Research: Perform internet research on such databases as Westlaw and Lexis/Nexis to assemble authority for reference at oral argument and to obtain local rules of practice within a particular jurisdiction.

Trial/Administrative Hearings: Aid in trial/hearing preparation, including preparation of trial notebooks and exhibits.

Bankruptcy: Manage claims filed in bankruptcy courts on behalf of cities, school districts, and special purpose governmental entities. Develop proficiency with bankruptcy software to prepare filings and applicable notices.

Educational Requirement and Experience:

Associate's or Bachelor's Degree (2 or 4 year degree program) required. In addition, the position requires three to five years proven experience working as a paralegal in a law firm or government agency, while providing support to multiple attorneys, including considerable responsibility for document management and computerized litigation support. Proficient knowledge of computerized systems and software, including Microsoft Office, database applications, timekeeping applications, and other software applications as necessary or required.

Candidate must demonstrate an understanding of the proper role of a paralegal in a law firm practice, work within the boundaries of the position and strive through excellent practice to assist in making the position successful.



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Application:

Send cover letter, resume and salary requirements to Joseph A. Fuerst, Office Administrator by e-mail to jfuerst@adamsattorneys.com, or by fax to 859-392-7200 or by mail to 40 West Pike Street, Covington, Kentucky 41011.

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