**Personal Injury Paralegal**

The **Personal Injury Paralegal** is the backbone of the trial team coordinating the details before, during, and after trial. The Personal Injury Paralegal assists during all phases of the litigation process including conducting interviews, legal research, document filing, and attending trials. Bilingual Spanish/English is required.

**Responsibilities:**

* Conduct pre-claim investigation, legal research, and initial case assessments.
* Draft pleadings, motions, and appellate documents and file them with the court.
* Perform administrative duties including calendar hearings, deadlines, organize case files.
* Build strong rapport with clients.
* Maintain pleadings and discovery indexes.
* Gather relevant information from a variety of sources.
* Organize exhibits, documents, evidence, briefs, and appendices.
* Aid attorneys with interrogatories and other discovery requests.
* Liaise with trial teams and internal/external third parties.
* Assist with voir dire, jury selection, and witness preparation.
* Provide assistance with case settlements.

**Skills:**

* Bilingual Spanish/English is a must
* Proven working experience as a personal injury litigation paralegal
* Applicable knowledge of motions, discovery, evidence, litigation documentation, and court rules
* Highly organized with ability to juggle multiple deadlines in a fast-paced environment
* Excellent written and verbal communication skills
* Must have the ability to be empathetic yet persuasive
* Paralegal associates degree or other relevant certification
* Proficiency in Microsoft Office

**Benefits:**

* Medical, dental, vision, 401k
* Paid holidays, sick time, and vacation time
* Bonuses for booking appointments and signing clients
* Tuition reimbursement for approved coursework in career path
* Invaluable industry knowledge and mentoring

Bailey & Galyen provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Job Type: Full-time