

Wolfe Snowden Hurd Ahl Sitzmann Tannehill & Hahn, a downtown Lincoln, Nebraska law firm, is seeking a full-time Litigation Legal Assistant/Paralegal with at least two (2) years of current litigation experience. This is a hybrid position providing both legal assistant and paralegal support to attorneys in litigation case file management.

Responsibilities include:

- Managing the timely progression of client matters.
- Assisting attorneys in client interviews and investigations.
- Independent performance of routine legal research.
- Preparing legal documents for filing.
- Preparing and serving subpoenas and discovery requests.
- Receiving, reviewing, documenting and summarizing discovery responses including, but not limited to, medical records, employment records, social media and personal history.
- Summarizing depositions of plaintiffs, defendants, expert witnesses and fact witnesses.
- Maintaining meticulous time records following the latest rules and guidelines.
- Communicating with clients, experts and witnesses in a professional and courteous manner.

Required knowledge and skills:

- Paralegal degree or commensurate experience.
- Experience in a law firm specializing in insurance defense litigation preferred.
- Understanding of law firm client billing practices and ability to follow same.
- Ability to organize and prioritize numerous tasks and complete them in a timely manner.
- Ability to accurately capture billable hours and enter into computerized billing software.
- Proficient in programs such as Word and/or WordPerfect, Outlook and Excel.
- Interpersonal skills necessary to communicate in person, by e-mail and telephone with clients, attorneys, staff and court personnel.

Benefits include eligibility for health, dental and vision insurance on first day of employment, 401K profit sharing, paid sick leave and vacation, and paid parking. Competitive salary. Please provide resume, cover letter and three recent professional references.

Email resume, cover letter and professional references to lschmidt@wolfesnowden.com.