

Larkins Vacura Kayser (LVK) is a litigation law firm that represents Fortune 500 companies, local and regional businesses, and individuals in a wide range of business disputes. We are proud of the reputation we've built as a firm that does right by our clients and our team members. Our attorneys and staff collectively have decades of experience and the legal expertise to navigate the most successful course of action for our clients.

The Paralegal is responsible for providing substantive legal work across multiple cases in an efficient and detailed manner. The Paralegal is a full-time non-exempt position and reports to the Firm Administrator. Principal duties and responsibilities include:

- Review of client files; gather, organize, summarize and analyze factual data collected.
- Examine and, if necessary, obtain public records relevant to facts of lawsuit.
- Trace documents and other physical evidence.
- Prepare chronologies from deposition testimony, documents, and other factual records.
- Correspond with client and with in-house, outside, or common counsel on factual matters.
- Assist in reviewing documents for privilege; draft log of privileged documents for production to opposing counsel in lieu of producing actual documents.
- Consult in-house or outside sources to develop document databases for relevant case documents from document production.
- Review, index, organize, analyze, and summarize documents produced by other parties.
- Assist in preparing discovery, pre-trial, and trial motions (i.e., motions to oppose expedited discovery, to compel discovery, for protective order, to extend time limit, to preclude evidence from being admitted at trial, to admit out-of-state attorney to appear pro hac vice, for reconsideration of court's decision) or responses to same.
- Draft affidavits and assemble exhibits in support of briefs and petitions.
- Oversee management of the firm's electronic and paper records and filing systems and the firm's calendar including implementation of the document retention and destruction policy.
- Serve as a resource and mentor to Legal Assistants.
- Communicate in a friendly and professional manner with court staff, clients, co-parties, opposing parties, and third-party witnesses.
- Maintain a working knowledge of technology in conference rooms and provide assistance to staff and guests as needed.
- Identify areas and processes for improvement and make recommendations for change.
- In compliance with LVK policies and procedures, perform technological tasks necessary for the protection of LVK data.
- Assist with other projects as assigned.

Knowledge, Skills and Abilities

- Ability to maintain a strong sense of office protocol and interact with guests and staff members in a professional, courteous, and tactful manner at all times.
- Strong intellect and an analytical and logical mind.
- Ability to recognize and evaluate relevant facts and legal concepts.
- Excellent word processing and office software skills, including demonstrated expertise with Microsoft Office Suite and Adobe Acrobat. Ability to learn to be proficient with other litigation and office management software.
- Knowledgeable about and comfortable working with federal, state, and local court rules and practices.
- General computer knowledge (wireless networks, laptop set-up, etc.), and the ability to learn new technology rapidly and thoroughly.
- Exceptional organizational skills and the ability to manage extensive documentation and written

information.

- Ability to perform tasks with a high degree of accuracy and attention to detail, as well as to anticipate informational needs as situations and projects develop.
- Ability to handle multiple tasks and deadlines efficiently and accurately.
- Strong written and oral communication skills to ensure full-circle communication with staff and effective dissemination of important tasks, projects, and meetings.
- Demonstrate initiative, good judgment, and ability to work with humor and grace under pressure.

As a member of the LVK team, the Paralegal:

- Works well independently and as a team member.
- Conceives of individual actions as part of a greater whole.
- Possesses high standard of integrity and a professional, courteous manner of communication.
- Adheres to LVK standards of quality, presentation, protocol, and confidentiality.
- Possesses self-awareness: accepts responsibility and recognizes accountability when necessary.
- Takes initiative and sees a project through to completion; seeks new challenges and professional opportunities.
- Demonstrates flexibility in working style and range of work performed.
- Demonstrates strong work ethic, attention to detail, and a consistent commitment to thoroughness and quality.
- Thrives professionally in a dynamic work environment.