

Litigation Paralegal

Goodsill Anderson Quinn & Stifel Honolulu, Hawaii

This position supports the litigation legal practice in the preparation of documents, legal briefs, court subpoenas, spreadsheets and related correspondence. The legal assistant provides the attorney(s) direct assistance, helping with research for cases, gathering necessary documents and submitting paperwork for filing. S/he prepares medical exhibits and demonstrative exhibits, including contacting and coordinating with outside resources. The legal assistant assists in scheduling of witnesses, controls and tracks exhibits, schedules client appointments and depositions, and provides direct support to the attorney(s). Five (5) years experience required; Medical Record experience preferred.

- **Seniority Level**

Mid-Senior level

- **Industry**

- Law Practice

- **Employment Type**

Full-time

- **Job Functions**

- Legal
- Administrative
- Research