

LITIGATION PARALEGAL

Babst, Calland, Clements and Zomnir, P.C., is seeking a **Litigation Paralegal** in its Charleston, WV office for its sophisticated commercial, energy, and environmental litigation practice.

The ideal candidate will have experience during all phases of the litigation process and be able to work in a fast-paced, team environment that centers around a client-focused approach. Strong analytical and technology skills are required. Trial experience is a plus.

Primary Responsibilities include, but are not limited to:

- Guide all aspects of document and electronic discovery, including analysis of key documents and deposition preparation.
- Meet with attorneys, clients, and other professionals to develop case strategy.
- Work closely with the Firm's eDiscovery team.
- Prepare and organize case files, which may include exhibits, depositions, pleadings, and other items.
- Assist with trial preparation, including organizing exhibits and trial presentation.

Skills and Qualifications:

- Three or more years of substantive experience, particularly civil litigation experience.
- Paralegal certificate or degree preferred.
- Strong analytical and problem-solving skills.
- Excellent verbal and written communication skills.
- Ability to work well under pressure while remaining organized and efficient.
- Ability to work independently, multi-task and manage time effectively.
- Exercise excellent judgment, decision-making skills.
- Ability to work well with shareholders, associates, co-counsel, clients, and staff.
- Ability to maintain confidentiality and exercise discretion and good judgement.
- Proficient with Microsoft Office Suite, computerized litigation databases, and other litigation technology.

Employee Benefits:

- Health, vision, and dental insurance.
- Group Life and AD&D insurance, Short-Term and Long-Term Disability insurance.
- 401(k) Retirement plan with profit-sharing match.
- Generous Paid Time Off.
- Paid Parental Leave.

If interested, please submit your resume to careers@babstcalland.com.

Babst, Calland, Clements and Zomnir, P.C. values and strives to be an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, ancestry, religion, sex, sexual orientation, gender identity, age, national origin, disability, protected veteran status, or any other characteristic protected by law.