

Babst, Calland, Clements and Zomnir, P.C. is searching for a full time **Paralegal** in its Charleston, West Virginia office. In this role, the Paralegal must be detail-oriented with excellent organizational and logic skills along with excellent computer skills and the ability to multi-task and meet deadlines. The ideal candidate would enjoy working in a fast-paced, team environment that centers around a client-focused approach. The firm offers competitive compensation, health benefits, and 401(k).

**Primary Responsibilities include, but are not limited to:**

- Drafting discovery.
- E-filing of both state and federal cases.
- Managing litigation docket by taking ownership of files.
- Assisting in preparing legal documents such as petitions, motions, responses, and notices.
- Assist attorneys in preparation for hearings and trials.
- Preparation of trial notebooks.
- Order medical and billing records.
- Responding to client inquiries.
- Scheduling dispositions.
- Calendaring all deadlines.
- Assist attorneys with general administrative work such as typing, copying, scanning, answering phones, filing, transcribing, creating, and formatting documents.
- Working collaboratively in a team with other staff.
- Assist attorneys with real estate and corporate matters.
- Perform other duties as assigned.

**Skills and Qualifications:**

- Minimum of three years of paralegal experience.
- Paralegal certification is a plus but not required.
- Excellent computer skills; MS Office and Outlook, internet research, etc.
- Excellent organizational and communication skills with close attention to detail.
- Ability to strictly maintain client and firm confidentiality.
- A client-focused attitude, flexibility, and the ability to multitask and manage priorities effectively.
- Ability to work independently, as well as cooperatively within a team.

**Employee Benefits:**

- Health, vision, and dental insurance
- Group life, AD&D, and LTD insurance
- 401(k) Retirement benefits
- Paid Time Off

If interested, please submit your resume to [careers@babstcalland.com](mailto: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.*