



JOB TITLE: Paralegal Medical Malpractice Litigation

STATUS: Temporary Non Exempt

Type: Part Time

The Paralegal is responsible for providing support to attorneys. Under the direction of an attorney, with minimal supervision assists with a range of legal support by conducting research and gathering the appropriate documentation. Medical or nursing experience a plus. Must possess high level communication skills (written and verbal). Must have experience analyzing legal materials, maintaining reference files and databases. Trust, accuracy and ability to multi task under pressure are important to this position.

Qualifications:

- 5+ years of experience in the legal field, primarily in the Medical Malpractice area
- Experience with review and organization of medical records, assisting in preparation of answers, initial discovery, and responses to discovery requests, background research of parties and expert witnesses, and assisting in preparation for trial.
- Has full understanding HIPAA compliance
- Familiarity with Model Code of Ethics and Professional Responsibility
- Calculate and Calendar Deadlines
- Familiarity with Summation and Westlaw
- Familiarity with North Carolina State and Federal Rules of the Court
- Proficient knowledge of Microsoft Office including Excel and PowerPoint.

Education:

- Bachelor's degree or equivalent related work experience
- ABA approved Paralegal course of study or North Carolina State Paralegal Certification.
- Maintain Certification through Continuing Legal Education.

Please send your resume to Jennifer Stogran at jstogran@smithlaw.com.

Smith Anderson is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.