



Paralegal – Civil Litigation

Perry, Johnson, Anderson, Miller & Moskowitz LLP is seeking a skilled and experienced litigation Paralegal to join our dynamic legal team. This is an excellent opportunity to contribute to a well-established and respected firm, working on meaningful cases with a supportive and professional staff.

Key Responsibilities

- Draft and respond to discovery requests
- Summarize discovery responses
- Draft substantive correspondence and pleadings
- Prepare for depositions and expert discovery
- Communicate professionally with clients, experts, and counsel
- Collaborate closely with attorneys to manage cases from start to trial

Ideal Candidate Will Have

- Proven experience as a paralegal
- Exceptional written and verbal communication skills
- Strong analytical and organizational abilities
- High attention to detail and ability to multitask in a fast-paced environment
- A proactive and flexible approach to work

Perks & Benefits

- 401(k) with profit sharing
- Medical, dental, vision, and life insurance
- Disability insurance



- Paid time off
- Flexible schedule & hybrid work model
- Free parking
- Opportunities for advancement
- Professional development assistance
- Bonuses

Salary \$27.00 -\$50.00 per hour.

Please submit resume and cover letter to Kate Hutchins, Legal Administrator.