



# Eastburn and Gray, PC

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## Attorneys at Law

Eastburn and Gray, a long-established law firm with offices in Doylestown, Blue Bell, and Bethlehem, is seeking a full time Litigation Paralegal or Legal Assistant in the firm's Blue Bell or Doylestown office.

Our paralegals are responsible for supporting multiple timekeepers, completing various administrative tasks, and providing outstanding customer service to our awesome clients. Candidates must be willing and able to work collaboratively and cooperatively with others in a team-oriented environment.

The ideal candidate will have a desire to work in a small, suburban, and dynamic law firm setting with the following experience and qualifications:

### **Duties**

- To provide a high level of client care and accommodation in all activities, demonstrating professionalism and attention to detail at all times.
- Liaison between client and attorney and respond to clients in a timely and professional manner by phone, email or in person.
- Establish, organize, manage and maintain attorney's paper and digital files.
- Manage attorneys' calendars and assist with tracking deadlines.
- Type, proofread, draft, edit and finalize correspondence and other documents.
- Open new files, prepare conflicts checks and draft engagement letters.
- Perform other administrative duties as assigned in support of attorneys.
- To make and manage conference room, video conference and teleconference bookings.

### **Skills**

- Excellent written and verbal communication skills.
- Strong problem-solving and organizational skills.
- Excellent grammar, spelling, and proofreading skills.
- Ability to adapt to change and balance competing demands.
- Ability to work in a fast-paced, high-pressure environment.
- Ability to work independently and take initiative.
- Ability to maintain highest level of confidentiality and provide outstanding customer service to internal and external clients/contacts.
- Willingness to learn and be adaptable.
- Desire to learn additional skills through in-house training and education.
- Must be able to work with confidential matters in a discrete and professional manner.
- Ability to proactively follow through.
- Achieve high level of productivity.

- Compile, prepare, and summarize relevant materials for use in discovery.
- Index, tracking, and control case related materials.
- Assist with the preparation of court filings.
- Track and control document discovery (including documents produced and received in discovery).
- Prepare subpoenas for depositions, hearings, production of documents, and trial appearance.
- Working knowledge of court rules, procedures and protocols.
- Working knowledge of rules of evidence, including Federal rules governing electronic discovery.
- Experience with pretrial discovery, hearings, arbitration and trial preparations.
- Must be able to multitask and successfully manage a variety of demands daily.

### **Qualifications**

- BA or BS degree preferred.
- Associate's degree or paralegal certificate preferred.
- Five years of comparable work experience required.
- Working knowledge of software, including: Juris (time and billing), Excel, PowerPoint, Word, Outlook, as well as the ability to learn other programs.

### **Firm Information:**

The tradition of excellence at the law firm of Eastburn and Gray, P.C. began over 145 years ago and continues today. Our experienced attorneys provide high quality legal services throughout Pennsylvania and New Jersey. As a full service firm, Eastburn and Gray attorneys practice in diverse areas of the law, effectively meeting the needs of the firm's clients. To learn more about our firm, our practice areas and our attorneys, please visit our website: [www.eastburngray.com](http://www.eastburngray.com).

Eastburn and Gray, PC is committed to providing equal employment opportunities for all individuals without regard to race, sex, age, religion, disability, handicap, creed, color, national origin, marital status, sexual orientation, disability, veteran status, gender identity, genetic information, or any other legally protected status.

Interested candidates should send a resume and salary requirements to Nancy Gimbol, Director of Firm Administration, [ngimbol@eastburngray.com](mailto:ngimbol@eastburngray.com).