



JOSEPH
GREENWALD
& LAAKE, PA

Published on *Joseph Greenwald & Laake, PA* (<https://www.jgllaw.com>)

[Home](#) > Litigation Paralegal

. Litigation Paralegal

Joseph, Greenwald & Laake, P.A., an AV-rated law firm with offices in Greenbelt and Rockville, MD, seeks a highly motivated, enthusiastic and experienced litigation paralegal to support trial lawyers in its Greenbelt location. Applicant must have 3+ years of litigation experience, excellent technical ability, and good people skills. Required management skills are:

1. Document Management
2. Task Management
3. Fact Management
4. People Management

Applicant must also possess a positive, friendly attitude, as well as the ability to work independently, multi-task, and operate efficiently in a fast-paced environment. We offer a friendly, business casual atmosphere, a competitive compensation package and excellent benefits (e.g., fitness reimbursement, new child care leave, free parking, etc.). If you are a responsible individual and meet all of the above requirements, please e-mail your cover letter and resume.

Job Details

Job Type

- Full-time

Salary

- Competitive

Experience

- 3+ years (Required)
- Strong experience in legal research, including Westlaw and/or LEXIS
- Skilled in the preparation of first drafts of complaints, answers, discovery requests and discovery responses
- Skilled in obtaining, compiling and summarizing complex medical records and deposition transcripts
- Excellent verbal and written communication with strict attention to detail and organization
- Proficient in Word, Outlook and Excel
- Experienced in communication with Medicare/Medicaid and other lien holders, including follow up with lien reduction efforts
- Experienced in communication, coordination and scheduling of experts retained to testify

Relevant work

- Litigation Paralegal, preferably in Medical Malpractice (Required)

Education

- Associates (Required)
- Paralegal Certificate or Degree (Required)

Location

- Greenbelt, MD

Benefits

- Health Insurance
- Disability Insurance
- New Childcare
- Fitness Reimbursement
- 401K
- Paid Time Off
- Free Onsite Parking

This Company Describes Its Culture as

- People-oriented -- supportive and fairness-focused
- Team-oriented -- cooperative and collaborative
- Detail-oriented -- quality and precision-focused

Schedule

Monday to Friday

Please include a resume, cover letter and two writing samples to: Sandra Harris (email: sharris@jgllaw.com).

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