

Litigation Paralegal

GTTC is hiring! We are a complex civil litigation and trial firm looking for a new member for our paralegal team. This is a mostly remote work opportunity based out of our Seattle office.

Qualifications:

- Bachelor's Degree or Paralegal Certificate
- 6+ years of paralegal experience in personal injury and commercial litigation
- Familiarity with medical records and billing, insurance billing, and lien resolution
- Experience locating, interviewing, and managing witnesses, including obtaining written statements and declarations
- Foundational understanding of Washington federal and state court rules related to discovery and trial
- Knowledge of all aspects of trial preparation and assistance at trial
- Fluency with the following programs:
 - Microsoft Word
 - Microsoft Excel
 - Microsoft PowerPoint
 - Microsoft OneNote or other information sharing software
 - Adobe Acrobat Pro
 - One/more types of e-discovery or document management software
- Flexible and willing to take on a wide variety of tasks

Responsibilities:

- Working with attorneys for factual / evidentiary case preparation and document management from initial feasibility assessment through discovery and trial
- Advanced document review for privilege, responsiveness, and relevance
- Public records research using PACER, CourtTrax, or similar databases
- Fact and witness investigation, including background searches, social media reviews, and asset locators
- Witness interviewing, management, and statement gathering
- Ability to communicate (verbally and in writing) clearly, professionally, and concisely
- Deep desire to seek and understand the facts and evidence of cases (i.e., the witnesses and documents)
- Data synthesis and analysis, including summaries of investigations, research, medical records and billings, invoices, and depositions
- Expert witness and jury verdict research

Salary Range:

- Base salary: \$75,000 - \$120,000 (depending on experience and qualifications)
- Discretionary year-end bonus
- Comprehensive benefits package: health insurance, including medical, dental, prescription drug, and vision coverage; disability insurance; life insurance; 401(k) match; paid time off; and transportation allowance.

If you fit the above description and are looking to make a change, please email a cover letter and resume to Mark Wilner (mwilner@gordontilden.com).

Our practice is growing, and we are looking for someone to grow with us. You can learn more about our firm here: <https://www.gordontilden.com/>.