



## Litigation Paralegal

Meyer, Unkovic & Scott LLP – Pittsburgh, PA

We are seeking a full-time Litigation Paralegal to join our law firm located in downtown Pittsburgh. The position will assist litigation attorneys by managing case files and deadlines and preparing court filings and other documents. Areas of law include commercial litigation, bankruptcy, collections, intellectual property, family law, estates, and immigration.

### Essential Functions:

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

- Organize and manage case files (paper and digital).
- Manage electronic discovery (collection, review, production).
- Draft and respond to written discovery; issue and respond to subpoenas.
- Conduct background research on individuals and entities.
- Prepare draft documents for attorney review; proofread and edit legal documents.
- Communicate with clients and opposing counsel/parties.
- Review, analyze and summarize voluminous documents; prepare indices and summaries.
- Assist in trial preparation, including organizing trial exhibits, witness lists, and handling trial logistics.
- Manage large volume of collections cases.
  - With attorney oversight, handle cases from inception to resolution, including drafting demand letters, negotiating payment agreements, and assisting in post-judgment enforcement.
  - Monitor files to ensure compliance with legal requirements and deadlines.

### Requirements:

- Associate's degree or certificate in Paralegal Studies
- 2+ years of experience in civil litigation
- Commitment to continuing professional development
- Accuracy and attention to detail
- Strong written and verbal communication skills
- Ability to diagnose and solve problems
- Project management and organizational skills

## Litigation Paralegal



- Technological proficiency in:
  - MS Word, Excel, PowerPoint, Teams, OneDrive
  - eDiscovery review tools (CS Disco, etc.)
  - Document Management Systems (NetDocs, etc.)
  - Case management software

Meyer, Unkovic & Scott LLP provides equal employment opportunities (EEO) to all employees and applicants for employment, without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Meyer, Unkovic & Scott LLP complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

### **Other Information:**

Shift: Monday – Friday

Pay: Based on experience

Benefits: Eligible for generous benefit package to include medical/dental/vision, group life & AD&D coverage, 401(k) and employer contribution after eligibility requirements are met, Paid-Time Off (PTO), Section 132 Transportation benefit.

### **Onboarding/Hiring Process:**

On-site interview to qualified applicants. Employment/education background check.

### **To Apply:**

Email your resume and salary requirements to [jhs@muslaw.com](mailto:jhs@muslaw.com).