**Position: Legal Assistant/Litigation Paralegal**

A specialized AV rated solo plaintiff practice focusing upon (1) pursuing those who send Robo calls (2) collections upon large final money judgments and debts usually involving fraudulent conveyances or civil racketeering, and (3) support for board memberships and positions principally involving climate change and higher education.

To obtain a view of what the work consists in this practice, who I am, and the flavor of the practice look at aquiat@quiatlegal.com, especially the recorded videos.

A good match will be someone with at least (1) a bachelors degree, (2) a paralegal certificate, and (3) seven years paralegal commercial litigation experience.

The work will be done almost exclusively remotely over the Internet as I live between Carbondale and Aspen and have worked with staff remotely for several years. I will supply a very current high-speed high-capacity computer with linkages to cloud storage and synchronized secure file access for online collaboration, coupled with use of Skype and Zoom.

The position can, with some flexibility, be arranged for generally 30 to 40 hours per week subject to mutual agreement and management of the practice. Trial pressures will periodically require substantial hours. We will discuss how hard we both want to work.

Salary negotiable and commensurate with experience. Health insurance or health insurance reimbursement provided. Paid vacation.

While a W2 employment relationship, you must be capable of working on an independent remote basis with fidelity.

**SKILLS:**

The ideal candidate will be skilled at most, but not necessarily all, of the following:

Zoom and Skype and Webex

Court Rules – federal and state

Substantive e-filing experience with ICCES and CM/ECF filings, and PACER

Legal Research

Drafting, especially from templates on prior cases

Complex litigation experience

Assist in Discovery, including drafting/coordinating responses to interrogatories, requests for documents, and discovery responses, interviews, document reviews/gathering/productions/indexing, under attorney supervision

Motion Practice

Document review, production, & control ((including Bates labeling, renaming, saving, tracking)

Client communications

Case Management Orders and Trial Management Orders

26(a)(1) and 26(a)(2) disclosures

Trial Preparation and Support

Tickler, Docket, and Calendar Control, including deadline management and scheduling of meetings, depositions and activities related to depositions (i.e. court reporter, witnesses, opposing counsel).

Timekeeping and limited billing inputting

Case file management

Must be highly proficient in all aspects of pre-litigation and litigation, case management and trial preparation.

Track all requests made for documents and records., follow up on status of requests and verify receipt of documents and records

Follow the ethical requirements as set forth by the Colorado Rules of Professional Conduct

Record all billable and non-billable time spent on case files and client matters

Prepare notebooks and exhibits for trials, hearings and depositions

Well-developed writing skills

Strong organizational skills, attention to detail, and the ability to prioritize work load based on deadlines

Order, organize, and summarize records

A self- starter with strong attention to detail needed.

Mastery of Word, Excel, Outlook, Drop Box, Adobe Acrobat, and such

TLO

Must have excellent proof-reading skills and be well organized

**TEMPERMENT & VALUES: Competencies: (?)**

Proactive – acts on projects without being told what to do. Anticipates needs.

Strong Work Ethic & Persistent - demonstrates intellectual intensity and tenacity and a willingness to go the distance to get something done.

Follow-through on commitments: Lives up to commitments.

Efficient: Works to produce significant output with minimal wasted effort.

Analytical: excels in critically evaluating and assessing issues and identifying strategies and solutons to move forward.

Responsive: Responds to client and extended team needs timely and effectively.

Prioritizing and handling numerous competing demands

Exceptional interpersonal skills, a commitment to professionalism, integrity and collegiality, and the ability to work on a wide range of legal matters.

Able to maintain strict confidentiality.

You consider yourself a very hard worker, responsive, excited about doing good work, and looking to be part of a team developing and enjoying a close working relationship with atty and others

Capable of working diligently with minimal supervision, although with attorney review and supervision of work product

Ability to pay critical attention to rules that govern the filings and legal communications with different state jurisdictions, including local rules, state rules, federal rules, and relevant specific judge chambers rules

A superior ability to multi-task

A superior capacity to manage periodic pressure

Resiliency to push back

A high degree of comfort with setting limits and demanding work product

Curious and with an investigative bent

Ability to think logically

Trustworthy, exercising confidentiality in all situations

Dedication and willingness to assist with a variety of tasks

If interested, email your CV to aquiat@quiatlegal.com . If you think you would be a good fit, I look forward to hearing from you.

Best Wishes,

Andy Quiat