

Remote Paralegal

Hours: 35 or 40 hours per week

Location: Fully remote in DC, Virginia, or Maryland

Compensation: \$30-40 per hour, depending on experience

Kitchel Law, PLLC is seeking applicants for a fully remote paralegal position. Kitchel Law is a plaintiff's side personal injury firm. We are tiny but mighty, and growing. We value teamwork and kindness – no jerks allowed, as employees or clients. The position is for 35 or 40 hours a week, at your option. Work schedule can be flexible – early risers or night owls are welcome. We are looking for someone nice, fun, organized, and smart to join our happy team! This is a remote position but must live in the DMV area for occasional meetings or tasks – Richmond area is also okay. This position comes with a flexible schedule and a generous time off policy after a 60 day trial period. Learn more about Kitchel Law, PLLC at www.kitchellaw.com.

The ideal candidate:

- Has a great attitude and will enjoy learning new technology. (The firm is paperless and the job will require quickly adapting to new technology as it is incorporated in the practice.)
- Has a sense of humor and is okay if a little bit of salty language slips out now and then. (Allyson tends to have a fairly casual office presence.)
- Knows how to strike the right balance between “can figure it out myself” and “asks for help when needed in the sake of efficiency.”
- Has achieved something in life through hustle and tenacity. We value grit!
- Has the self-discipline to follow office procedures, such as by keeping timely timesheets.
- Has been teased by friends about their level of organization. (If that's you, be sure to mention it in your cover letter!)
- Is smart, curious, and has a sense of ambition.
- Has strong written and verbal communication skills and a friendly, competent phone presence.
- Enjoys social media and is willing to participate in firm marketing.

Requirements:

- Litigation paralegal experience in a plaintiffs' personal injury firm
- Strong writing skills – this will be tested before an offer is made
- Quiet, private work space and high-speed internet.

Preference for:

- Candidates who know FileVine
- Candidates with experience in a medical or health care setting
- Experience analyzing medical records and drafting demands

Duties:

- Preparation of routine legal documents and forms, such as case filing cover sheets, discovery responses, court forms, motion shells, subpoenas, and deposition notices and assembly of the same for filing/service.

- Assist in preparing and managing discovery requests (interrogatories, requests for production, requests for admission), as well as gathering medical records, police reports, and expert testimony.
- Assist attorneys in all phases of case management.
- Organize and manage evidence for depositions and trial.
- Scheduling depositions and court reporters
- Prepare exhibits, witness lists, deposition summaries, and trial notebooks. Assist attorneys during trial preparation and provide support during depositions and hearings.
- Collaborate with attorneys in negotiating settlements. Help to prepare settlement proposals and calculate damages, including medical expenses, lost wages, and pain and suffering.
- File legal documents with appropriate courts, ensuring compliance with filing deadlines, rules, and procedures. Track case deadlines and milestones to ensure timely action
- Issuing FOIA requests
- Requesting and organizing medical bills and records
- Setting up basic spreadsheets to track client medical expenses
- File management (filing documents emailed to attorney, keeping files organized with appropriate file names)
- Firm administrative tasks

To apply, please do the following: Please email a cover letter that tells me why a job like this is a good fit for you and which highlights why you are an ideal candidate. Your cover letter should be in the body of the email, not included as an attachment. There is a misspelled word in this job description – please identify it. Please also send a resume and three professional references with a statement of how you know them (they will not be contacted until after interviews) to: allyson@kitchellaw.com. Please make the subject of your email “Stop looking – I’m your newest paralegal.”