

Job Title: **Paralegal Assistant**

FSLA Status: **Non-Exempt**

Beveridge & Diamond, P.C., one of the nation's leading environmental law practice boutiques, is looking for a paralegal assistant to support the firm's expanding international environmental and product stewardship practice. We are seeking an individual with a demonstrated interest in international, legal and/or environmental issues who has strong research, writing, organizational and communications skills.

Essential Duties and Responsibilities

1. Works with attorneys, staff, clients, co-counsel and independent consultants to obtain documents and reference materials for client or practice group needs
2. Organizes and maintains documents and other legal support materials
3. Conducts research, retrieves documents/information, provides updates related to environmental initiatives within U.S. federal agencies, the U.S. Congress and international organizations
4. Conducts research, retrieves documents/information, provides updates related to international environmental agreements, foreign environmental laws and selected industry issues
5. Utilizes Internet, databases, and other computerized litigation support to compile materials for the practice group
6. Monitors and reviews periodicals, newspapers, trade press articles, websites, Congressional Records, etc., for current developments in the environmental field
7. Drafts legislation tracking charts, correspondence, Freedom of Information Act Requests and memoranda
8. Proofreads typed material for contextual, grammatical, typographical and spelling errors
9. Checks accuracy and validity of factual and legal citations in pleadings and legal memoranda using documents, library and on-line resources
10. Attends Congressional and Administrative hearings, relevant meetings and conferences as directed and report on the same
11. Assists with preparing PowerPoint presentations, including graphics
12. Utilizes spreadsheets to create budgeting and invoicing tracking charts
13. Attends meetings and webinars as requested by attorneys
14. Indexes or enters documents into document management system as directed

15. Other duties as assigned

Knowledge, Skills and Abilities Required

1. Bachelor's Degree
2. One year of related experience
3. Excellent written and verbal communication skills
4. Highly proficient in office computer programs such as Windows, Word, Excel, Outlook, PowerPoint and document management system software programs. Advanced skill in PowerPoint and Excel is strongly preferred.
5. Knowledge of legal principles and practices at a level normally acquired through formal paralegal training or its equivalent
6. Ability to conduct Internet search
7. Ability to prioritize, organize and complete multiple tasks under time constraints
8. Ability to concentrate and pay close attention to detail
9. Foreign language abilities (in addition to English) preferred
10. Ability to retrieve and distribute print volumes, push and pull packages and books weighing up to 20 pounds, and ability to retrieve objects from shelves of up to 8 feet high and replace same
11. Ability to work more than 37.5 hours per week to perform the essential duties of the position, which may frequently require irregular hours

ACKNOWLEDGMENT

Are you capable of performing the essential functions of this position or occupation with or without reasonable accommodation? **Yes** _____ **No** _____

I have reviewed and understand the above information to be a description of the requirements for the position of **Paralegal Assistant**, the position for which I am applying. If I am offered and accept this position, I understand that it is my responsibility to comply with all of the policies and procedures of the Firm and that such may be changed by the Firm at any time. I also understand that this job description, or other oral or written statements, do not constitute an expressed or implied employment contract, and such are not intended to bind Beveridge & Diamond, P.C. contractually. All employees are employed "at will" and either the employee or the Firm may terminate employment at any time, for any or no reason, with or without notice.

Signature of Applicant

Date