



MORRIS, KING & HODGE P.C.

Attorneys at Law

PARALEGAL JOB SUMMARY

Morris, King & Hodge, P.C. is a Plaintiffs' law firm located in Huntsville, Alabama. Our firm handles a large volume of personal injury cases and our clientele is growing rapidly. We are looking to hire a full time Paralegal with litigation experience to help balance our case load. Applicants must have litigation experience.

We are seeking an individual who is a reliable self-starter, very detail-oriented, and can balance multiple priorities in a fast-paced environment. The ideal candidate will be able to work independently, will have a strong work ethic, and a positive attitude.

Paralegals act as lead case file managers who assist the attorney(s) and advance cases. We feel paralegals are critically important to the success of individual cases and the firm as a whole.

RESPONSIBILITIES & DUTIES

Paralegal Job Expectations:

- Act as the primary point of contact to all parties in a case, taking phone messages as needed to keep cases moving forward.
- Assist in answering discovery and drafting pleadings.
- Review all scanned documents (hand delivered or received by mail), emails, and/or faxes and move electronic files to appropriate client files.
- Manage personal calendar and attorney's calendar, ensuring all important court dates & filing deadlines are calendared with reminders.
- Scan, review, interpret, and compile discovery. Manage discovery deadlines, sending letters as appropriate.
- Review subpoenas, notify attorney of any red flags, follow-up as needed.
- Schedule/Coordinate all depositions.
- Manage case expenses ensuring all bills are paid on time.
- Establish estates for wrongful death cases. Ensure all Probate filings are made, ensure the estate is closed at final disposition of a case.
- Coordinate class action and mass tort cases, collaborating with other staff as needed.
- Manage response deadlines for all pertinent motions & pleadings.
- Assist attorney as needed when/if a case goes to trial.
- Manage & coordinate final settlement disbursements, ensuring all fees, subrogation balances, and case expenses are paid to appropriate parties.
- Summarize medical records and deposition transcripts, index discovery and client files, and itemize billing records as needed.
- Maintain case action items and complete follow-through to ensure steady movement in each case. Follow-up on any red flags as soon as possible.
- As needed, screen new case calls, documenting key information in the firm intake system.

QUALIFICATIONS & SKILLS

Applicants must have litigation experience. Please send your resume and cover letter to laura@mkhlawyers.com or fax the same to 256-533-1504. Resume review will begin immediately. If interested, we will contact you to set up an interview. **All resumes must be submitted by Friday, November 19, 2021.** Learn more about our firm at www.mkhlawyers.com.