PARALEGAL – HUNTSVILLE, ALABAMA

The University of Alabama System is receiving applications for the position of Paralegal. This position will be based in Huntsville on the campus of The University of Alabama in Huntsville and will support multiple attorneys in the Office of Counsel.

Requirements include:
- High school diploma or equivalent;
- Paralegal certification from an accredited program is preferred;
- 5 years of paralegal experience;
- Litigation experience;
- Experience with law firm or legal department case and/or document management programs is preferred;
- Strong technical skills with a demonstrated proficiency in Outlook, Word, Excel and PowerPoint;
- Extensive reporting, research, and legal administration skills;
- Excellent organizational, planning and communication skills;
- A superior record of dependability and job attendance; and
- Ability to maintain strict standards of confidentiality.

Specific responsibilities include:
- e-Filing in federal and state courts;
- Discovery and trial preparation;
- Preparing and filing briefs;
- Summarizing depositions and preparing pretrial documents;
- Maintaining accurate calendar for responsive pleadings and other deadlines;
- Assisting with drafting and reviewing various documents and agreements;
- Responding to subpoenas; and
- Assisting with bankruptcy cases.

In addition to a competitive salary, The University of Alabama System offers a comprehensive benefits package that includes: health, dental and vision insurance; generous vacation, personal, sick and holiday leave; enrollment in the teachers’ retirement system; and a tuition assistance program for employees, their spouse and eligible dependents.

To apply for this position, please visit: [http://jobs.uasystem.edu/systemsoffice](http://jobs.uasystem.edu/systemsoffice)