Litigation Paralegal

San Francisco

This position supports multiple case teams and would preferably have 2-3 years of litigation experience. Position requires both self-motivation and great teamwork, excellent organizational and proofreading skills, and the ability to multi-task. A good understanding of the phases of litigation in both federal and state courts is important.

**POSITION RESPONSIBILITIES:**

* Be a team player who works well with others
* Review, organize and index case materials, including pleadings, communications, and discovery (productions, depositions and responses)
* Draft memoranda, correspondence and reports
* Collaborate with internal team to track court docket calendar
* Legal and fact cite checks and prepare applicable exhibits
* Prepare and finalize pleadings and discovery documents and assist with filing and service
* Review and assemble materials to be used at hearings, witness interviews, depositions, mediations, arbitrations and trial
* Prepare for and attend arbitrations and trials (may include travel)
* Coordinate with support services, clients, opposing law firms, and courts
* Perform additional duties as required

**DESIRED QUALIFICATIONS:**

* Bachelor’s degree and paralegal certificate from an ABA-approved program is preferred; equivalent work experience will be considered
* Minimum two years of paralegal experience in a litigation environment
* Excellent organizational skills and the ability to multitask
* Strong attention to detail and strong proofreading skills
* Understanding and working experience with e-discovery
* Experience with litigation software, such as Westlaw, iPro, Relativity, Case Notebook, etc.
* Ability to work overtime when needed

**About Keker, Van Nest & Peters**

For more than 40 years, Keker, Van Nest & Peters has litigated complex, high-stakes civil and criminal cases throughout the nation. We take cases where companies, products, and careers are riding on the result. Our clients are high-profile individuals, as well as some of the world’s most successful companies, including Comcast, Genentech, Google, Lyft, Major League Baseball, Meta, Netflix, and Qualcomm. Recently we have been named as *The Recorder’s* Tech Litigation Department of the Year and *The American Lawyer’s* Litigation Boutique of the Year, among many additional prestigious recognitions. The firm not only prides itself in its record of success at trial, but in the office culture it maintains.

Our firm’s hybrid work policy includes 3 days in-office work and 2 days remote work weekly. Our office, in the historic Jackson Square district of San Francisco, features brick and timber architecture, an eclectic modern art collection, and an open-door policy. The office environment is fast-paced, dynamic, and informal. Enjoy the camaraderie of a smaller firm that values each team member’s contributions. Salaries and benefits are competitive with the legal market. If this sounds like a good fit, we are excited to hear from you. Please email your cover letter and resume to Jennifer Johnson, Human Resources Coordinator, staff[recruiting@keker.com](mailto:recruiting@keker.com).

The salary range for this California based role is $95,000 to $120,000 and represents the firm’s good faith and reasonable estimate of the range of possible compensation at the time of posting. Actual compensation will depend on several factors, including but not limited to, the candidate’s years of experience, qualifications, and skill set.

*Keker Van Nest & Peters LLP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression,**reproductive health decision-making or any other characteristic protected by federal, state, or local laws.  This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*