

Legal Secretary/Paralegal – Litigation (onsite, Las Vegas, NV)

Our client is seeking a full-time Legal Secretary/Paralegal to join their litigation group in Las Vegas.

The ideal candidate will provide administrative and paralegal support to attorneys in litigation matters, including drafting and formatting legal documents, filing pleadings with state and federal courts, managing case files and discovery, maintaining calendars and deadlines, coordinating depositions, hearings, and trial preparation, and other ad-hoc requests, as needed, to ensure efficient case management. This position offers the opportunity to work in a fast-paced environment alongside talented professionals while gaining valuable experience in the legal field.

Duties and Responsibilities:

- Provide high-level administrative support to attorneys in all phases of litigation, including drafting, formatting, and proofreading legal documents, pleadings, and correspondence.
- Manage and maintain both electronic and physical case files to ensure accuracy, accessibility, and compliance with court and firm standards.
- Coordinate attorney calendars by scheduling meetings, court appearances, and travel; prepare supporting materials and ensure deadlines are met.
- Support all phases of trial preparation, including organizing exhibits, preparing witness files, and assembling trial notebooks.
- Prepare engagement letters and assist with all aspects of the client intake process.
- Process incoming and outgoing mail and oversee routine administrative functions with accuracy and efficiency.
- Assist with billing, invoice processing, and time entry.
- Manage required submissions to state bar associations.
- Handle confidential and sensitive information with discretion and professionalism.
- Other duties as assigned.

Skills and Qualifications:

- Strong knowledge of state and federal court rules, procedures, and calendaring requirements; familiarity with Nevada court systems and e-filing processes strongly preferred.
- Proficiency in Microsoft Office Suite products (Word, Excel, PowerPoint, Outlook) and Adobe Acrobat; experience with document management systems (NetDocs a plus).
- Advanced skills in formatting, editing, and proofreading complex documents.
- Exceptional organizational and time management skills with the ability to prioritize and meet tight deadlines.
- High level of attention to detail, accuracy, and follow-through.
- Strong written and verbal communication skills, with the ability to interact effectively with clients, attorneys, court personnel, and opposing counsel.
- Demonstrated ability to manage multiple tasks and adapt quickly to shifting priorities in a high-volume environment.
- Ability to apply new resources and technologies.
- Ability to work independently while contributing as part of a team.
- Flexibility to work occasional overtime as workload demands.

- Professional demeanor and ability to maintain an organized, polished work environment.

Education and Experience:

- Bachelor's degree in Paralegal Studies, Business Administration, or a related field preferred.
- Paralegal Certificate preferred.
- Minimum 3 years of litigation support experience required; commercial litigation experience preferred.

Job Type: Full-time, non-exempt

Schedule: 8-hour shift, Monday through Friday (with potential OT, as needed)

Work Location: In person

Benefits:

- 401(k)
- Dental insurance
- Disability insurance
- Employee assistance program
- Flexible spending account
- Free parking
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Parental leave
- Profit sharing
- Referral program
- Retirement plan
- Tuition reimbursement
- Vision insurance