Morrison & Foerster LLP

ID: 7440
Job Posting Title: Litigation Paralegal (Entry Level)
Location: Washington, D.C.

Morrison & Foerster LLP, an Am Law 50 law firm with 17 offices worldwide, has an opening for a Litigation Paralegal (Entry Level) within our Litigation Group in our Washington D.C. office.

The Opportunity

An ideal opportunity for those looking to start their career as a Paralegal on the right footing. We are looking for an entry level Paralegal to support our Litigation Group in Washington D.C., the role will provide the successfully candidate with the opportunity of accelerated learning and development within one of the most respected firms in the industry.

ESSENTIAL FUNCTIONS

Paralegal Responsibilities

1. Develop and apply basic knowledge and procedures to complete assigned projects and tasks; develop proficiency in technology relevant to the position.
2. Follow established procedures and clearly-defined instructions to complete assignments; develop skills in identifying resources to increase efficiency and ensure highest quality work product.
3. Develop and apply organizational skills to prepare work product and ensure efficient workflow within and among teams and departments.
4. Identify issues and consult with others to resolve problems.
5. Identify resources to increase efficiency in preparing work product.
6. Comply with administrative requirements to meet billable expectations; prepare and release timenotes on a daily basis; prepare and submit timecards on a weekly basis.

Client Service, Confidentiality, and Safety

1. Consistently promote and model the Firm's Client Service Principles in leadership, teamwork, work product, and personal interaction.
2. Ensure compliance with the Firm's Information Handling Policy, including safeguarding confidential and personal information, and reporting any suspected breach appropriately and immediately.

OTHER DUTIES

1. Other duties as assigned.
2. Assist other practice areas as needed.
Ideal Candidate

**Education and Experience**

1. Bachelor's Degree and strong academic record required.

**Teamwork and Applied Skills**

1. Ability to work efficiently and meet deadlines under direct supervision.
2. Strong sense of accountability and taking ownership over projects.
3. High level of accuracy and attention to detail in preparing work product.
4. Ability to work concurrently on a variety of projects; flexibility in shifting focus.
5. Excellent writing and communication skills.
6. Proficiency with Microsoft Office programs, including Word, Outlook, Excel and PowerPoint.
7. Flexibility to work overtime as needed to meet business and client needs required.
8. Flexibility to travel may be required.

**Who We Are**

At Morrison & Foerster, our culture is defined by our deeds. We're passionate about what we do. We're equally passionate about how we do it. We resist hierarchies and operate within a model of respect - for our colleagues, their ideas, and the differences that make us stronger. We encourage you to learn more about who we are, and what we do.

Should you find you're ready to do the best work of your life, we encourage you to let us know!

Morrison & Foerster is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, sex, religion, creed, ethnic or national origin, ancestry, age, disability, veteran or military status, marital status, pregnancy, sexual orientation, gender identity, domestic partner status, and other categories protected by applicable laws, or in retaliation for opposition to any practices forbidden under this policy.

Apply Here: [http://www.Click2Apply.net/zp9bzcyvzy85b66m](http://www.Click2Apply.net/zp9bzcyvzy85b66m)

PI114950489