



Hicks Johnson PLLC Paralegal Job Description

Hicks Johnson PLLC is a premier boutique law firm headquartered in Houston, Texas, that handles complex commercial litigation and arbitrations. The firm's trial lawyers are known for their record of success in high-stakes matters.

Our firm is looking for paralegal candidates with 5 to 10 years of experience. Responsibilities include:

- Drafting basic legal documents and correspondence.
- Handling electronic filings in state and federal courts.
- Working with court clerks, case managers, court coordinators, and other court staff.
- Identifying documents in large document databases or voluminous documents.
- Preparing for hearings, depositions, mediations, and trial.
- Keeping time and maintaining billable hours.
- Working with technology in handling collection and discovery of documents.

Ideal candidates will also exemplify the following characteristics:

- Good communication skills and ability to work in a team environment.
- Proofreading skills with minimal grammatical errors.
- Highly organized with attention to detail.
- Require minimal oversight in projects and assignments.
- Proactive in identifying dates and recording deadlines and case management.
- Competent in Microsoft Word, Excel, and PowerPoint, and other litigation software.
- Basic understanding of the use of FTP sites and electronic delivery of documents.
- Appreciation for confidentiality in handling client documents.

Special consideration given to candidates with experience in litigation databases such as IPRO Eclipse, Relativity, Disco, or Logikull. Experience with TrialDirector and trial presentation a plus.

Hicks Johnson PLLC can offer you: hybrid day, competitive salary, 401k, annual bonus, and other benefits. Candidates with a bachelor's degree and/or paralegal certification strongly preferred.

To apply, please send a cover letter and resume to Jennifer Cordell, staff counsel, at jcordell@hicksjohnson.com.