



Experienced Litigation Paralegal (Portland)

The Portland, Oregon office of Hart Wagner LLP seeks a litigation paralegal who has at least 3 - 5 years of experience in complex litigation, including professional negligence and medical malpractice cases. Successful candidate must be a team player who has excellent planning and organization skills, attention to detail, initiative, and good judgment with a demonstrated ability to efficiently manage discovery, review and summarize extensive volumes of complex litigation documents (including medical records), and prepare exhibits for depositions and trial.

Skillset will include:

- Knowledge of local and state court rules as well as HIPAA guidelines;
- Excellent written communication skills, including drafting correspondence and analysis memorandums;
- Excellent verbal communication skills, including communicating directly with clients, attorneys, experts and other legal professionals;
- Strong knowledge of and the ability to manage the discovery process including review, organize, and summarize a high volume of discovery documents;
- Preparation of detailed timelines and medical chronologies;
- Research medical literature, diagrams, and terminology on a case-by-case basis;
- Prepare authorizations and subpoenas for record retrieval;
- Conduct background investigation research using social media and other internet tools;
- Experience with timekeeping and billables, including billing guidelines for insurance defense;
- Assist with deposition, trial preparation, and trial support services;
- Strong client service orientation and ability to demonstrate teamwork/cooperation with others;
- Proficiency in MS Office, including PowerPoint, Word and Excel; and
- Experience with electronic file keeping.

Why join us?

Hart Wagner is a renowned Pacific Northwest civil litigation firm dedicated to client service and taking care of its employees. If you want to be part of a well-established and growing law firm, and be part of a close-knit group, then this is the place for you! We offer a fast-paced, team-oriented and fun work environment with competitive compensation and a generous benefit package including medical, dental, life and disability insurance, 401k, paid time off and more.

Hart Wagner is an equal opportunity employer. We welcome all applicants and strive to provide a workplace in which all employees feel included, respected, and valued.

If you meet all of the above qualifications, please send your resume and cover letter to employment@hartwagner.com. All submissions will be held in strict confidence.