



Experienced Litigation Paralegal (Portland)

The Hart Wagner LLP office in Portland seeks a litigation paralegal who has at least three years of experience in complex litigation, specifically including medical malpractice and professional negligence defense.

The successful candidate will be a collaborative team player with excellent planning and organizational skills, strong attention to detail, initiative, and sound judgment. This individual must have demonstrated experience efficiently managing discovery, reviewing and summarizing extensive volumes of complex litigation documents (including medical records), and preparing materials for depositions and trial.

Skillset must include:

- Knowledge of local and state court rules as well as HIPAA guidelines;
- Excellent written communication skills, including drafting correspondence and analytical memoranda;
- Strong verbal communication skills, including communicating directly with clients, attorneys, experts and other legal professionals;
- Thorough understanding of the discovery process including reviewing, organizing, and summarizing high volumes of documents;
- Preparation of detailed timelines and comprehensive medical chronologies;
- Ability to 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 online research tools;
- Experience with timekeeping and billing, including insurance defense billing guidelines;
- Assisting with depositions, trial preparation, and trial support service;
- Strong client service orientation and ability to work collaboratively;
- Proficiency in Microsoft Office (Word, Excel and PowerPoint);
- Experience with electronic document management systems.

Why join us?

Hart Wagner is a well-established Pacific Northwest civil litigation firm committed to exceptional client service and a supportive work culture. We offer a fast-paced, team-oriented and engaging work environment along with competitive compensation and a comprehensive benefits 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 Karen Olson at kmo@hartwagner.com. All submissions will be held in strict confidence.