

# Paralegal (Mass Tort)

**DiCello Levitt LLP**

Birmingham, AL

Join a firm that is shaping front-page headlines pursuing justice every day, whether litigating some of the most significant civil and human rights cases of our time or ensuring that companies take responsibility for their actions and remediate the harm they have caused.

DiCello Levitt, a nationally prominent, awarding-winning law firm with offices nationwide, is seeking a Paralegal in Birmingham, Alabama.

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## Firm Description

DiCello Levitt is a leading national plaintiffs' law firm representing clients in class action, business-to-business, public client, whistleblower, personal injury, civil rights, and mass tort litigation. The firm has delivered \$20B+ in awards and settlements to our clients and has been recognized for our excellence in litigation by Chambers USA, Law360, Benchmark Litigation, Lawdragon, and The National Law Journal.

## Job Description

This listing is for a full-time position within the firm's Mass Tort Practice Group. Paralegals in this group provide crucial support to the legal team in cases involving large-scale harm caused by powerful entities.

The Mass Tort Paralegal will be responsible for assisting attorneys with case preparation, managing case files, conducting legal research, drafting documents, coordinating with clients and experts, and helping support the prosecution of mass tort claims. This role requires strong attention to detail and the ability to manage multiple tasks efficiently in a fast-paced environment.



## Paralegal (Mass Tort) Continued

### Role and Responsibilities:

- Organize and maintain case files, track deadlines, and ensure all necessary documentation is up-to-date and accessible.
- Maintain regular communication with clients, provide updates, gather information, and address inquiries in a timely and professional manner.
- Conduct legal research to support case preparation, including statutes, case law, and other legal references relevant to ongoing cases.
- Accurately enter and update case-related data into case management systems.
- Manage multiple projects simultaneously, prioritizing tasks and meeting deadlines, while maintaining attention to detail and high standards of accuracy.
- Draft, proofread, and file legal documents such as pleadings, motions, discovery requests, and responses.
- Review case documents for relevance, accuracy, and completeness, ensuring all pertinent information is captured and organized effectively.
- Draft and send a high volume of written correspondence, including letters, emails, and status updates, to clients, opposing counsel, and court personnel in a clear, professional, and timely manner.
- Additional duties as assigned.

### Desired Skills and Qualifications

- Skilled in organizing and maintaining electronic case files.
- Strong written and verbal communication for drafting documents and client interaction.
- Familiarity with case management software, legal research tools, and Microsoft Office Suite (Word, Excel, Outlook), with the ability to adapt to new technologies as needed.
- Familiar with court rules, filing deadlines, and legal processes.
- Able to thrive and maintain organization while managing competing priorities and working under pressure in a dynamic, high-volume setting.
- Understanding of and adherence to ethical guidelines and confidentiality requirements.
- Commitment to continuing legal education and staying updated on industry trends and best practices.

### Education and Experience

- Minimum of 5 years of experience as a paralegal, preferably in litigation or mass tort cases.
- Paralegal certification is not required, but beneficial.



## Paralegal (Mass Tort) Continued

### What DiCello Levitt Offers

#### Salary Range

- **\$55,000-65,000**
- Starting salary is dependent on experience and location.

#### Benefits

- Comprehensive benefits package, effective the first day of the month following your start date: medical, dental, vision
- Health Savings Account (HSA)
- Life Insurance
- Additional Insurance Plans: Accident Critical Illness, Hospital Indemnity, Short-Term Disability, and Pet Insurance
- 401(k) retirement savings plan with 3% employer contribution

#### Time Off

- Paid Time Off (PTO)
- 10 Paid Holidays.

#### How to Apply

Interested candidates: Please click [here](#) to submit your application.



## About DiCello Levitt

At DiCello Levitt, we're dedicated to achieving justice in all its dimensions, from protecting individual rights to achieving environmental justice to restoring basic human dignity through the justice system. Our firm works tirelessly for a just and equitable future for our clients through class-action, mass tort, civil rights, whistleblower, and personal injury litigation, among other practice areas.

Our lawyers are highly respected for their ability to litigate and win cases – whether by trial, settlement, or otherwise – for people who have suffered harm, businesses that have sustained significant economic losses, and public clients seeking to protect their citizens' rights and interests. Every day, we put our reputations – and our capital – on the line for our clients.

For more, visit our website: [www.dicellolevitt.com](http://www.dicellolevitt.com).

DiCello Levitt LLP is committed to ensuring equal employment opportunity and non-discrimination. The Firm prohibits unlawful discrimination in any term or condition of employment against any employee or applicant for employment because of the individual's race, color, creed, religion, sex, age, marital status, national origin, ancestry, citizenship, sexual orientation, gender identity or expression, genetic information, disability, membership or service in the armed forces, or any other characteristic protected by law.

DiCello Levitt LLP does not accept unsolicited resumes from search firms or agencies. Any resume submitted to any employee of DiCello Levitt LLP without a prior written search agreement will be considered unsolicited and the property of DiCello Levitt LLP. Please, no phone calls or emails.

DiCello Levitt LLP provides reasonable accommodation for qualified individuals with disabilities during the interviewing process and on the job. Please include any reasonable accommodation needs in your application.