



Paralegal (Mass Tort)

DiCello Levitt LLP

Cleveland & Birmingham

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, Chambers and Benchmark-rated law firm with offices nationwide, is seeking a full-time Paralegal to support the Mass Tort Practice group in the Cleveland, Ohio or Birmingham, Alabama office.

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, providing updates, gathering information, and addressing 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, ensuring that all information is properly logged and easily accessible for ongoing casework.
- 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.
- Performs other 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, ensuring client information and case details are protected.
- 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.

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: 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.