

Paralegal (Personal Injury)

DiCello Levitt LLP
Cleveland, Ohio

Join a firm that is shaping front-page headlines pursuing justice everyday, whether litigating some of the most significant civil and human rights cases of

DiCello Levitt, a nationally prominent, Chambers and Benchmark-rated law firm with offices nationwide, is seeking a full-time Paralegal in our Cleveland, Ohio office supporting the Personal Injury practice group.

Description

This listing is for a full-time experienced personal injury or mass tort paralegal. Medical malpractice and nursing home negligence experience is beneficial for this role.

Ideal candidates will have significant experience communicating with clients; maintaining files; working with Adobe, Excel, PowerPoint and Word; managing a personal injury or mass tort docket; and drafting correspondence and other preliminary matters. This role requires great attention to detail, management of large data sets, ability to generate and track reporting, and to work in a multi-office team environment. Experience with a large document and/or case management system is highly preferred.

Role and Responsibilities:

- Drafting legal documents such as subpoenas, pleadings, and other related correspondence.
- Conducting background and social media searches.
- Assisting with case analysis.
- Compliance with deadlines, and calendaring.
- Electronic filings of pleadings (both State and Federal).
- Open new matters and track litigation matters.



Paralegal (Personal Injury) Continued

- Assisting attorney(s) in preparing for trials, hearings, and depositions.
- Summarizing depositions and other relevant records.
- Managing cases and working with attorneys on various matters.
- Scheduling for attorneys for meetings, depositions, hearings and other meetings.
- 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.
- Proficient with 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

- Associate degree or certification in Paralegal Studies, Legal Studies, or similar field of study preferred.
- Minimum of five (5) years of experience as a paralegal, preferably in litigation or mass tort cases.
- Experience with case management systems, preferably Litify (Salesforce) or Needles.

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: 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.