



Rubenstein Law has been getting justice for personal injury victims since 1988. Founder Robert Rubenstein and CEO Nicole Armstrong have grown Rubenstein Law to over 50 Attorneys, including 20 Partners, 12 board-certified litigators, and over 400 supporting professionals.

Today, Rubenstein Law is recognized as a premier name in Personal Injury, representing clients in a variety of case claims, including auto injuries, slip and fall injuries, catastrophic injuries, premise liability, medical malpractice, child & birth injury, motorcycle accident cases, and traumatic brain injury (TBI) cases. Rubenstein Law's Mass Tort division represents clients nationwide in defective products, dangerous drugs, and chemical cases.

With a strong reputation for success and billions of dollars won for clients, Rubenstein Law continues to grow to meet the needs of victims nationally. As the Firm expands, Rubenstein Law is committed to providing every single client with the excellent care and attention that has built the Firm's reputation and success.

### Job Summary

The Paralegals work alongside attorneys to enforce and defend clients' legal rights by drafting pleadings and motions; calendaring all events timely and within their due dates; participating in client meetings and maintain client contact; create and monitor deadlines for case progression; trial preparation; and finalizing settlement agreements.

### Responsibilities and Duties

Managing a caseload from initial filing through trial and post-trial

Draft and file legal documents and pleadings in State and Federal court

Draft and file discovery and manage discovery compliance

Communicate in a clear and concise manner with team members, clients, opposing counsel, judicial employees/clerk, and other legal professionals

Coordinate, schedule, and calendar meetings, case-related deadlines, notice hearings, depositions, and other litigation-related proceedings

Manage Attorney's calendar and assist with attorney travel arrangements when needed

Provide excellent legal support to the team and meet deadlines in a fast-paced environment

Assist with trial preparation (trial binders, exhibits, redacting, etc.)

Data entry in firm management system pertaining to case related matters

#### Qualifications and Skills

2+ years of Personal Injury Litigation experience preferred, but not required

Paralegal certificate is not required, but is a plus

Excellent client communication skills

Strong multitasking skills, highly organized, and detail-oriented

Able to excel in a fast-paced work environment, take direction, and work with little supervision

Able to manage a large caseload and comply with deadlines

Knowledge of State and Federal court statutes, rules, and procedures

Familiar in Microsoft Word, Outlook, and the ability to become proficient in firm technology programs

Familiar with legal terminology, court proceedings and drafting pleadings, discovery, and legal documents

Familiar with court procedures, courtMap, JAWS, and e-filing via e-portal

Bilingual (English/Spanish) preferred, but not required

#### Benefits

Paid Time Off (PTO) plus 7-paid holidays

Staff and Attorney bonuses

Medical Benefits (Health, Dental, Vision, STD & LTD, and other medical coverages)

Group and Optional Life insurance

401(k) with company matching

If you are interested please send resumes to Alejandro Acosta –

[aacosta@rubensteinlaw.com](mailto:aacosta@rubensteinlaw.com)