

Litigation Paralegals (x2)

Trott & Duncan Barristers & Attorneys is seeking Paralegals to provide day-to-day management for a busy Litigation Department. These positions require a high level of autonomy and leadership. The successful incumbents will partner with Senior Litigation Attorneys to develop their practice areas. Litigation Paralegals will demonstrate sound judgment, be team strategists, and must also assume full responsibility for administrative functions in a high pressured department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Providing strong support in the following proceedings: all aspects of Investigation, Pleadings and Discovery (preparing initial case assessments); Pre-Trial, Trial and Settlement
- Drafting documents (summons and complaint and supporting affidavits), drafting and reviewing summaries and analysing and managing documents for large cases;
- Timely commencement, management and completion of all commercial projects;
- Managing due diligence procedures;
- Taking instructions from clients and relaying advice to clients (managing files in PC Law);
- Receiving and transcribing legal dictation/court trial notes;
- Interpreting and summarizing agreement terms and conditions;
- Coordinating cross-functional personnel, external counsel and external stakeholders;
- Proofreading outgoing documentation;
- Researching (using LexisNexis and other legal library resources) relevant case law in preparation for court hearings and preparing summaries for same;
- Assisting HR to implement new policies/procedures;
- Proactively developing department best practices; keeping abreast of legal updates;
- Assisting in development and execution of marketing initiatives.

REQUIRED SKILLS AND EXPERIENCE

- Legal Degree or Paralegal Post-Secondary Diploma
- Minimum five years senior legal assistant experience and minimum three-years' experience supporting a litigation department, in multiple practice areas (preferably civil, commercial, insurance/reinsurance, real estate, employment, personal injury)
- Experience working on high profile legal cases
- Fluency with all aspects of court filings and court pleadings (civil and criminal litigation)
- Solid understanding and knowledge of substantive and procedural law
- Good working knowledge of civil litigation, particularly banking & commercial clients
- Exceptional communication skills, both verbal and written (test will be administered);
- Highly effective multi-tasker and ability and experience working with no supervision
- Excellent organizational skills and ability to work to tight deadlines on own initiative
- Excellent legal researching skills and experience
- Demonstrated ability leading teams and training other assistants
- Solid & accurate typing speed (75 + wpm) and Dictaphone experience (tests administered)
- High level of computer literacy: advanced knowledge of the Microsoft Office Suite (tests ad-ministered); PCLaw (or similar program); SharePoint
- Have knowledge of Bermuda civil and Supreme Court systems
- Ability to work extended hours, evenings, and weekends, at times on short notice

Written applications should be sent to:

Human Resources,
Trott & Duncan Barristers
P.O. Box HM 2094, Hamilton HM HX
or Email: hr@td.bm

Closing Date: May 21, 2012