



### **Great Litigation Paralegal Opportunity**

We have a full-time opportunity for an experienced Litigation Paralegal in our Hub Tower office in downtown Des Moines. Whitfield & Eddy has over forty attorneys practicing in areas including arbitration and mediation, litigation, employment law, insurance, construction, business, banking and real estate.

Works directly with and under the supervision of attorney(s) to assist with a range of legal support functions including, but not limited to: may conduct factual and legal research; gathers appropriate documentation, rules, and citations for drafting and/or reviewing complex pleadings, briefs, motions, forms; works closely with clients, staff and attorneys in order to complete discovery responses and assist with discovery requests; assists in preparation for depositions, trials, and post-trial submissions, including appeals. Also may take on a variety of projects related to the legal field in general, including areas outside litigation.

We are seeking candidates with the following knowledge/experience:

- 4 years of college or 2 years of college + completion of an accredited legal assistant program. Certified Legal Assistant/Paralegal preferred
- 5-10+ years of experience as a paralegal with an emphasis in broad spectrum litigation and other areas of law.
- Knowledge of Iowa and Federal procedural rules
- Knowledge of litigation support software such as IA Support Master, Iowa Documents and Eclipse.
- Knowledge of Iowa Rules of Appellate Procedure regarding formatting and requirements for appeal briefs.
- Knowledge of legal research tools and software such as Shepards and Checkcite, Lexis and/or Westlaw.
- Knowledge of Iowa and Federal Court Electronic Filing Systems including EDMS, CM/ECF and Secretary of State.

We offer a friendly and professional work environment, as well as a very competitive compensation and benefits package - including flexible hours, health/dental/vision/life, generous PTO, 401k with outstanding employer contribution (up to 12%), convenient parking, plus much more!

Qualified candidates are invited to submit their resume to the attention of Kim DeMoss, at [demoss@whitfieldlaw.com](mailto:demoss@whitfieldlaw.com). EOE