



Litigation Paralegal

Whitfield & Eddy Law has an exciting opportunity for an experienced litigation paralegal. We are a forty-plus attorney law practice in areas including arbitration and mediation, employment law, insurance, construction, business, banking, and real estate. Established in 1928, we recently moved to new offices on the top two floors of the Hub Tower in downtown Des Moines.

Responsibilities:

You will work directly with and under the supervision of attorney(s) to assist with a range of legal support functions including, but not limited to:

- Conduct factual and legal research and gathering appropriate documentation, rules, and citations for drafting and/or reviewing complex pleadings, briefs, motions, forms, etc.
- Work closely with clients, staff, and attorneys in order to complete discovery responses and assist with discovery requests
- Assist in preparation for depositions, trials, and post-trial submissions, including appeals
- May take on a variety of projects related to the legal field in general, including areas outside litigation

Requirements:

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

We offer a friendly and professional environment as well as a very competitive salary and benefits program including health, dental, vision, life, and disability insurance. We also provide generous personal time off and 401(k) plan with up to a 12% firm contribution.

Interested candidates should submit their cover letter and resume in confidence to lavia@whitfieldlaw.com.