Thompson Coburn LLP currently has a non-exempt position available for a full time Litigation Clerk with one or more years of related legal experience in our Chicago office. This position requires strong computer skills plus an aptitude for computerized database software. Qualified applicants will have a high school diploma or equivalent with two or more years of college preferred. The ideal candidate will have experience with electronic court filings. The person selected for this position must be able to work in a fast-paced environment.

Job Responsibilities

- Assists paralegal with major case/large document case projects throughout all phases including trial preparation and trial.
- Maintains case files for major cases/large document cases, and updates indices.
- Assists paralegal or attorney in collection and preparation of documentation such as witness or issue binders for depositions, hearings and trial.
- Assists paralegal or attorney with document productions.
- Organizes and prepares indices to files and any case-related document compilations as requested.
- Conducts manual and/or automated objective searches of case documents under the direction of a paralegal or attorney.
- Prepares case documents for scanning and/or OCR process.
- Scans documents and prepares scanned images for linking to image-enhanced case-related databases.
- Pulls, copies and refiles case documents requested by attorneys or paralegals in a timely manner.
- Electronically files documents with various courts.
- Courthouse delivery and pick up.
- Performs any and all other functions as assigned that would otherwise be performed by a paralegal.

Job Requirements

- Must possess a high level of professionalism and interpersonal skills so as to be able to work well with employees at all levels within the organization and maintain all information in the strictest of confidence. Required to use tact and diplomacy when dealing with others.
- Must track billable hours
- Must have ability to read, write and communicate fluent English; ability to compose documents in the appropriate business style using correct grammar and spelling; ability to communicate clearly using proper grammar and diction over the telephone.

- Must possess attention to detail, ability to balance multiple projects and have strong time management skills.

- Must have ability to reason and apply common-sense understanding to situations encountered.

- Ability to process routine daily functions while being able to resolve sensitive issues and complex assignments utilizing above average critical thinking skills.

- Ability to work overtime as needed.

- Ability to travel as necessary.

- The physical demands of this position are representative of those that must be met by an employee in order for him or her to successfully perform the essential functions of the position. These include being both mobile and stationary throughout the work day, and having the ability to transport 25 pounds and being able to operate a computer and other business equipment found in the office.

Thompson Coburn LLP is a large, full service, multi-state firm with offices in Chicago, Los Angeles, St. Louis, Southern Illinois, and Washington D.C. At Thompson Coburn, our behavior and the expectations we have of ourselves are guided by the values that we hold in the highest regard: integrity, a passion for excellence, a focus on serving the client, a value of diversity, innovation, creativity, trust, and loyalty. Within the Firm, we value each other as people and colleagues. In addition to the exceptional working environment and a competitive salary, Thompson Coburn provides the following benefit options to qualifying employees:

- Medical Insurance through United Healthcare
- Dental Insurance
- Life Insurance & ADD policies
- Short & Long Term Disability Insurance
- Paid Parental Leave
- 401(k) & Profit Sharing plans
- Transportation Benefit
- Section 125 Plan (Pre-tax premiums, dependent care and medical reimbursement)
- Paid Holidays
- Paid Time Off (PTO)
- Employee Assistance Program (EAP)
- Employee Wellness Program
- Tuition Reimbursement
- College Savings Plan Deductions (529 Plans)
- Long Term Care
To Apply

Candidates interested in applying to Thompson Coburn LLP are required to complete our online application, which can be found by visiting https://www.hiretrue.com/hiretrue/showJobBoardPositions.do?jobBoardPK=32&positionTypePK=All+Position+Types&departmentPK=All+Departments&locationPK=138&keyword=#