Healthcare Litigation Paralegal – Pittsburgh, PA

About the Job

Successful Healthcare practice defending professional negligence claims on behalf of medical and healthcare professionals, assisted living facilities, personal care homes, skilled nursing facilities, acute and long-term acute care hospitals, rehabilitation facilities, and management services companies. Seeking a full-time paralegal to provide support and assistance to attorneys including general case management, preparing and organizing documents, reviewing and summarizing deposition transcripts, supporting depositions and trials, interacting with clients and other external contacts, and contributing to a positive and successful team effort.

Job Requirements

- Education: Bachelor’s Degree, Paralegal Certificate, or comparable experience.
- Experience: Relevant paralegal, legal assistant or legal secretary experience preferred. Will consider recent graduates of paralegal studies or paralegal training programs.
- Skills & Abilities: Highly organized and able to prioritize workload. Demonstrated ability to take ownership and initiative, and independently solve problems. Excellent communication skills and assertiveness to coordinate deadlines among multiple attorneys. Attentive to detail and highly accurate. Extremely reliable in attendance, meeting deadlines, and anticipating what needs to be done. Able to multi-task and adjust to changing priorities. Strong commitment to client service. Strong technical skills including MS Office Suite, document management tools, and timekeeping systems. Valid driver’s license required.
- Travel: Occasional travel to client sites.

Equipment, Physical/Mental Demands, Working Conditions

Personal computer and other office equipment such as telephone, typewriter, calculator, fax machine, duplicating machine, etc.

Sitting for extended periods, standing, bending, stooping, and reaching. Occasional lifting up to 20 pounds. Manual dexterity sufficient to operate standard office machines. Range of hearing and vision sufficient to operate standard office machines and communicate in person and via telephone with internal and external customers.

Able to deal with stress in a fast-paced work environment with multiple priorities. Make decisions and adapt to changing work situations. Grasp and apply new ideas and technologies. Communicate and successfully interact with various personalities at all organizational levels.

*Burns White completes criminal background screenings for all new hires as a condition of employment.*