

Our Firm

Conrad | Metlitzky | Kane is a fast-growing trial boutique founded by a trio of former Assistant United States Attorneys: Mark Conrad, Warren Metlitzky, and Miranda Kane. Our attorneys are trial lawyers who hail from top law schools and law firms.

As our caseload grows, we are looking to hire staff who share our passions: trying cases; making sure our clients' stories are heard and understood; tackling diverse and cutting-edge litigation typically handled by larger firms; and working with dedicated, inquisitive colleagues.

Senior Paralegal

Conrad | Metlitzky | Kane is looking for an experienced litigation paralegal to help manage the firm's case load, with assistance from a law clerks and/or junior paralegals. Applicants for the position of Senior Paralegal should be prepared to help develop systems and processes for the firm's growing practice and have the following qualifications.

- A sense of humor, camaraderie, curiosity, grit, and adventure
- Bachelor's degree; Paralegal Certificate from an ABA-approved paralegal program
- 4 or more years of substantial civil litigation experience in state and federal trial courts
- Excellent research and writing skills; strong interpersonal and communication skills
- Expertise in Adobe Pro, Word, Outlook, PowerPoint, Excel, calendaring software, Westlaw, electronic filing systems in state and federal court (and related e-filing portals such as OneLegal), transcript management, and electronic discovery databases
- Outstanding references

Senior Paralegals have the following responsibilities:

- Manage discovery, including complex electronic discovery and third-party subpoenas, in multiple cases; support and manage document collections and productions
- Prepare, file, and serve pleadings in state and federal court, including preparing cite checks and tables of contents and authorities
- Organize supporting documents for depositions, hearings, arbitration, and trial, and provide arbitration and trial support, including preparation of witness binders and witness coordination and interfacing with court personnel and third-party vendors
- Participate in firm administration, including coordination of workflow with junior staff

How to Apply

To inquire about joining our team, please send a cover letter describing your interest in our firm and a copy of your resume to careers@conmetkane.com.