

Legal Assistant-Paralegal Ann Arbor, Michigan or Seattle, Washington

This position assists attorneys using organization, administrative, analytical, and communication skills. The position requires an agile, self-motivated individual with the ability to manage and draft documents, to calendar and monitor deadlines, and to research court procedures and rules.

Experience with motions practice, discovery, and trial preparation preferred.

Qualifications: Must have at least 3 years of law firm office experience. Litigation paralegal experience preferred, including familiarity with federal court rules, litigation procedures, and discovery processes, including electronic discovery.

Skills: Case management and organization; court and administrative filing; experience with Relativity or other e-discovery preferred.

Submit resume to: [jellison@B1-mgmt.com](mailto:jellison@B1-mgmt.com)