

# LEGAL ASSISTANT / LITIGATION PARALEGAL

## Description

GrayRobinson, a full-service law and lobbying firm with attorneys and government relations professionals throughout 15 offices spanning the State of Florida and Washington, DC, has an immediate opening in our Gainesville office for an experienced Legal Assistant/Litigation Paralegal. 3+ years of litigation experience is preferred, including coordinating and responding to discovery, drafting/editing motions and briefs, filing and serving pleadings, performing legal research, preparing trial exhibits, establishing and maintaining a system to track deadlines and preparing case status reports. The ideal candidate will also have keen attention to detail, ability to work independently, and excellent organizational, communication and technology skills. Necessary computer skills include Microsoft Office 2016 (Word, Excel, Outlook, PowerPoint, etc.). Legal experience with governmental, business, and/or healthcare clients in litigation before administrative, state, and/or federal tribunals a plus.

We offer competitive salary and comprehensive benefits package. Please send resume and salary requirements in confidence to [HREmployment@gray-robinson.com](mailto:HREmployment@gray-robinson.com).

GrayRobinson is an equal opportunity employer.

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