

JOSEPH SAVERI LAW FIRM

601 California Street, Suite 1000
San Francisco, CA 94108

Job Title: Paralegal
FLSA Status: Non-Exempt

About us:

The Joseph Saveri Law Firm, LLP is a purpose-driven plaintiffs' firm dedicated to challenging powerful corporations — from BigTech to dominant industry players — through precedent-setting work in antitrust, class actions, and anticompetitive business practices. We are at the forefront of emerging issues, including generative AI, no-poach agreements and wage-suppression collusion, price-fixing, and other anticompetitive and exploitative business practices.

Since our founding in 2012, we have built a reputation as one of the nation's leading plaintiffs' firms and are appointed time and again as lead or co-lead counsel in significant, complex cases in federal and international forums. To date, our attorneys have obtained over \$5 billion in settlements and successful resolutions for clients.

Our work has been repeatedly recognized by leading independent legal-industry peers and ranking organizations. Highlights include the highest ranking "Band 1" by Chambers & Partners, national recognition in "Antitrust: Plaintiff" categories, and recurring honors in Legal 500, Best Lawyers, Benchmark Litigation, Global Competition Review, and American Antitrust Institute.

We are not just litigators, we are advocates for fairness, competition, and accountability. We look for attorneys who want to make an impact, bring creativity to difficult challenges and value high-caliber work. We thrive on complexity, collaboration, and courage. If you are passionate about using the law to challenge the status quo for consumers, creators, and workers — your work here will truly matter.

About the role:

Joseph Saveri Law Firm has an exciting opportunity for a highly motivated experienced **Litigation Paralegal**. The paralegal will manage a broad range of projects and be an integral part of the team supporting an active and dynamic litigation practice.

Essential Duties and Responsibilities:

- Assisting attorneys with all aspects of managing cases, at all phases of litigation;
- General case management, including managing deadlines – administrative, case calendaring and records management, and setting appointments, meetings and depositions;

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- Preparing and drafting litigation documents, including cite and fact-checking legal briefs, proofreading, and assembling exhibits and appendices;
- Responsible for conforming legal documents to proper Bluebook or CSM citation standards;
- Conducting factual investigations and legal research;
- Preparing for depositions, hearing and trials, including preparing deposition exhibits and trial exhibits;
- Assisting with case discovery, including managing litigation databases, document collections, document productions and document reviews; and
- Filing and serving legal documents (electronically and hard copy).

Knowledge, skills and experience:

- Excellent organizational and communications (verbal and written) skills.
- Strong attention to detail.
- Ability to work independently and to take ownership of projects from beginning to completion.
- Advanced knowledge of MS Word with the ability to create and edit correspondence, briefs, pleadings, tables of contents and authorities, and other legal documents.
- Must be proficient at e-filing and know Federal and State court rules.
- Attention to detail and ability to multi-task.
- Strong proficiency with legal research databases like Westlaw.
- Experience with legal document storage and document database programs.
- Extraordinary familiarity with all legal documents (pleadings, motions and discovery), and a firm understanding of the whole range of litigation procedures.
- Is an energetic self-starter well versed in organization, time management, and most importantly, superior customer service.
- Familiar and comfortable with working remotely and working with remote workers.
- Works well under pressure and looks forward to the challenge.

Basic Qualifications:

- Paralegal Certification or equivalent.
- 5+ years of experience as a litigation paralegal, supporting multiple attorneys and cases.
- Willingness to work overtime (nights and weekends) as required.
- Strong skills in word processing and computer use; proficiency in MS Outlook Suite (Excel, Word, PowerPoint) and Adobe Acrobat; timekeeping programs.
- Excellent transcription, grammar, proofreading and organizational skills.
- Ability to prioritize tasks on the desk and to handle multiple demands.
- Ability to follow client confidentiality guidelines.
- Ability and willingness to learn new programs and program updates.
- Professional attitude and appearance.

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- Ability to be resourceful and proactive when issues arise.

Preferred Qualifications:

- BA diploma in any field from an accredited institution
- Some trial experience