

WHO WE ARE



Founded in February 2016 by former BigLaw partners, Lawrence & Bundy is a litigation boutique representing large companies, government entities, and high-profile individuals in complex employment cases across the country. Headquartered in Atlanta with an office in the suburbs of Washington, D.C., Lawrence & Bundy offers a different way to practice law. We work in a creative and collaborative environment, rejecting backbiting in favor of teamwork. Our savvy team of professionals work together with a singular purpose, providing exemplary client service through creative solutions and hard work in a fun environment where we bring our genuine selves to work each day. We make every hour matter rather than count every billable hour. We are passionate about our practice, our engagement in our communities, and our commitments to one another.

Lawrence & Bundy is committed to providing equal employment opportunities to all applicants and employees in compliance with all federal, state, and local laws prohibiting discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, genetic information, age, disability or any other protected status.

Lawrence & Bundy is committed to diversity, equity, and inclusiveness within the legal profession and all workplace environments and strongly encourages candidates from underrepresented backgrounds to apply.

Lawrence & Bundy seeks an experienced Litigation Paralegal to join our talented litigation team.

We are seeking problem solvers who foster a teamwork mentality. Candidates must have excellent communication and organizational skills and be able to prioritize tasks and complete them under time constraints with minimal supervision and exceptional attention to detail. Flexibility is essential in our fast-paced environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Complete understanding of the litigation process, especially large case management;
- Manage all facets of a case from discovery through trial;
- Assist with the drafting and reviewing of legal documents;
- Effectively communicate and coordinate with clients and co-counsel during all phases of discovery;
- Record and store client information;
- Cite check and proofread legal pleadings;
- Prepare and index documents for witness files and deposition preparation;
- Effectively communicate and interact professionally with all levels of personnel;
- Assist with electronic document productions using database management software;
- Coordinate requests between multiple parties involved in litigation;
- Proficient in Excel, PowerPoint, Word, and Adobe Pro;
- Ability to prioritize and multitask.

REQUIRED EDUCATION AND EXPERIENCE:

- At least three years experience as a litigation paralegal in a large firm environment;
- Served as a trial paralegal for at least three trials, federal trial experience is a plus
- Bachelor's Degree
- Paralegal Certificate/Training

HOW TO APPLY

If you are interested in contributing to a fast-paced, client-oriented firm, please submit your resume to Cicely Barber, Executive Director at cicely.barber@lawrencebundy.com.

Lawyers for Leaders Doing the Right Thing