



Job Title: Senior Paralegal

Company: May Jung LLP

Location: Remote (Accepting applicants from AZ, CA, CO, CT, DC, FL, IL, MD, NV, VA preferred)

Travel requirement: Business Travel may be required up to 10%

ABOUT US:

Headquartered in Washington DC with an office in vibrant Orange County, Southern California, May Jung LLP is a pioneering law firm dedicated to addressing civil rights violations, with a primary focus on cases related to police misconduct, personal injury, workers compensation and mass tort litigation. As advocates for justice, our firm is committed to making a positive impact through legal representation. Our office staff are all 100% remote and located throughout the country. However, this position will require occasional travel for cases, team meetings, vendor relations, and other firm needs.

ABOUT THE ROLE:

We are seeking a highly experienced and motivated individual to join our team as a Senior Paralegal. In this role, you will play a crucial part in supporting our legal professionals in the pursuit of justice for our clients. The ideal candidate will have a strong background in one or more of the following civil rights, personal injury, workers compensation, and mass tort litigation, with a commitment to making a meaningful difference in the lives of those affected.

RESPONSIBILITIES:

1. Conduct comprehensive legal research and analysis related to civil rights violations, police misconduct, personal injury, and mass tort cases.
2. Assist attorneys in case preparation, including drafting legal documents, pleadings, and correspondence.
3. Manage case files, ensuring organization and accuracy of legal documents and information.
4. Coordinate with clients, witnesses, and experts to gather necessary information for cases.
5. Stay updated on relevant legal developments and assist in case strategy development.

QUALIFICATIONS:

This might be the job for you if you have...

- A bachelor's degree and/or paralegal certification.
- Minimum of 7-10 years of experience as a paralegal in civil rights, personal injury, workers compensation and/or mass tort litigation.
- Strong organizational and multitasking skills with attention to detail.
- Proficiency in legal research, document drafting, and case management software.
- Excellent communication and interpersonal skills
- Proficiency in more than one language written & oral [preferred]
- Proficiency in and comfortable with working remotely

HOW TO APPLY:

Interested candidates should submit a resume to jobs@mayjung.com . Please include " Senior Paralegal Application " in the subject line. This position is open until filled.

ABOUT WORKING AT MAY JUNG LLP:

The culture at May Jung, LLP is defined by a dynamic and esteemed environment where an unwavering commitment to delivering exceptional legal services prevails. With a strong emphasis on client advocacy and a passionate pursuit of justice, our team is wholeheartedly dedicated to achieving positive outcomes for our clients.

As a socially conscious firm, we go beyond traditional legal practices, using the power of the law to instigate meaningful changes in the lives of our clients. Our primary focus on civil rights violations, particularly those related to police misconduct, personal injury cases, workers compensation and mass tort litigation, underscores our dedication to social justice.

Operating as trauma lawyers, we recognize the profound impact serious injuries have on our clients and their families. Our firm is characterized by a dedicated team of lawyers committed to providing top-notch legal representation. We actively contribute to creating a safer and more equitable world by passionately advocating for our clients in the courtroom and working towards systemic policy changes.

May Jung LLP embraces the opportunity for growth and feels grateful for the chance to contribute to the ongoing pursuit of justice. The organizational culture is one that fosters dedication, social consciousness, and a collective commitment to making a positive impact through legal advocacy.

BENEFITS

Flexible Work Environment

May Jung LLP offers remote work remote Work flexibility. Additionally, the Firm will provide employees with a \$100/month stipend towards employees' internet and phone costs. The stipend will be paid on the first pay period of the month.

Health Care

May Jung LLP offers comprehensive and robust health care coverage to all eligible employees with 100% employer paid benefits for most plans.

Auto-Enrolled 401k

May Jung LLP employees are auto enrolled in the company's retirement plan beginning the month after their start date. You will contribute 3% of your base salary to your retirement account.

Paid Federal Holidays

May Jung LLP provides 14 paid holidays per year. This includes all Federal holidays the Friday after Thanksgiving, Christmas Eve, and New Year's Eve.

Paid Sick Leave

May Jung LLP cares about the health and wellbeing of our staff. Employees accrue up to 2 sick days per calendar year (California Residents).

Paid Vacation

May Jung LLP offers paid vacation to all eligible employees. Employees are eligible to accrue up to 2 weeks during their first year of employment and 3 weeks of paid vacation starting with the second year of employment.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) EMPLOYER

May Jung, LLP is proud to be a woman and person of color-owned law firm committed to fostering an inclusive and diverse workplace. We embrace the strength that comes from the unique perspectives and backgrounds of our

team members. Employment decisions at May Jung, LLP are based on merit, qualifications, and business needs, and we are dedicated to providing equal opportunities for all individuals.

We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, veteran status, disability, or any other status protected by applicable laws or regulations. May Jung, LLP is devoted to creating a workplace that values and respects the differences in our employees, promoting an environment where everyone can thrive and contribute to our collective success.

If you require assistance or accommodation in the application process, please contact jobs@mayjung.com. May Jung, LLP is dedicated to complying with all applicable federal, state, and local laws concerning equal employment opportunity and fair employment practices.