



Exciting Paralegal Opportunity at McLetchie Law

About Us: McLetchie Law Group is not a typical law firm. Our exciting and growing practice spans diverse areas, from media law to civil rights litigation, First Amendment matters including defamation defense under Nevada's anti-SLAPP statute, and cannabis law. The Firm has a successful practice and has been part of groundbreaking litigation. We are passionate about transparency, free speech, supporting our clients' cannabis businesses, creative problem-solving, and out-of-the-box thinking. If you're ready to join a dynamic team, keep reading!

Position Overview: We are seeking a Paralegal who thrives in a fast-paced environment. You'll work on a variety of cases, collaborate with staff and other attorneys interact with clients, and contribute to novel legal work. The office atmosphere is industrious but relaxed and collegial, and the firm is actively involved in the community. The firm's billable requirement is 1,400 a year. You must play well with others but being opinionated is encouraged.

Responsibilities

- Calendar and track deadlines and tasks.
- Under Managing Partner's direction:
 - Coordinate with clients and prospective clients.
 - Coordinate with co-counsel, opposing counsel, and Court personnel.
 - Assist with document review, analysis, and organization.
 - Draft discovery.
 - Schedule depositions.
 - Draft correspondence.
 - Draft pleadings.
 - Prepare exhibits, appendices, table of contents, table of authorities, certificate of compliance, certificate of service, and notices.
 - Assist in formatting of pleadings.
 - File and serve as appropriate.
- Supervise administrative and support staff.

Qualifications - Required

- College degree.
- Excellent writing and organizational skills.
- Familiarity with the Nevada Rules of Civil Procedure, Federal Rules of Civil Procedure, Nevada Rules of Appellate Procedure, Federal Rules of Appellate Procedure, Nevada Supreme Court Rules, Ninth Circuit Court of Appeals Rules, Federal Local Rules, Eighth Judicial Court Rules, and various California Rules.
- Minimum 2 years of litigation experience.
- Ability to self-start and to work independently under pressure.
- Ability to manage workload and work with team.

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Qualifications - Preferred

- Maintain reliable transportation, valid insurance, and a valid driver's license.
- Obtain and/or maintain a notary public license.
- Ability to speak Spanish.

Why Join Us?

- **Exciting Work:** Engage in meaningful cases across diverse practice areas.
- **Competitive Compensation:** Enjoy a competitive salary.
- **Comprehensive Benefits:** Medical, dental, and vision insurance plans; retirement plan.
- **Work-Life Balance:** Paid time off and holidays; flexible scheduling.
- **Community Involvement:** Be part of a firm actively engaged in the community.

If this sounds like fun, reach out to McLetchie Law. This is a full-time role, and we are ready for you to start ASAP. You will be working in an office in downtown Las Vegas.

How to Apply:

Applicants should submit, by email: (1) a resume; and (2) a cover letter describing interest in the position and compensation requirements to nadia@nvlitigation.com.

Applications will be considered on a rolling basis until the position is filled.

McLetchie Law strives to be a diverse workplace. McLetchie Law is an equal opportunity employer and is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, genetic information, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.