



The Resolution Law Group P.C., Greenwich, CT., Staff Opportunities

/EINPresswire.com/ Greenwich, CT - December 19, 2012 - ([The Resolution Law Group](#))-- We seek to employ the most qualified of personnel at every level of our organization. Known to be very progressive in the area of Human Resources, The Resolution Law Group, P.C. prides itself in the recruitment of highly capable and diversified professional staff. We are committed to providing competitive salaries and an excellent benefits package. The Resolution Law Group is an equal opportunity employer, and does not discriminate in recruitment, hiring, or conditions of employment on the basis of race, color, sex, age, religion, national origin, marital status, disability, veteran status, sexual orientation, gender identity, or any other status protected by applicable laws. We are currently seeking to fill the following professional staff positions.

This position provides litigation support to all offices of the firm and is based in the Tampa office. Heavy interaction with attorneys, staff, administrative management and outside vendors. Areas of litigation support responsibility include: database loading/exporting, support, training, documentation, quality control and user application development tasks.

The job duties include but are not limited to the following:

- Assists Manager and Coordinator with case reviews to determine case-specific automation options, alternatives and recommendation. Assists Manager and Coordinator in such areas as cost analysis, feasibility, project time lines, outsourcing options and database design.
- Provides technical support on the suite of litigation support tools. This includes coordinating installation of new releases and maintenance upgrades in conjunction with the IT Department network administration group.
- Provides database and report design on case specific requirements and discussions with lawyers and paralegals. Processes load files quality control checks, and tasks related to document production.

A college degree is required or equivalent legal office experience may be substituted. Familiarity with the litigation process, including all phases of discovery and proceedings including pleadings, document requests, depositions, interrogatories, requests for admissions, trial examination of witnesses and admission of exhibits is required. The position will require some travel and flexibility in work hours on short notice. This position does include client billable expectations

If you are interested in joining us in this position, please submit your resume and salary requirement to:

recruiting@TheResolutionlawgroup.com

The Resolution Law Group

<http://theresolutionlawgroup.com/>

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