

Job Title: Bankruptcy Paralegal
Department: Litigation & Restructuring
Office: New York
Status: Non-Exempt
Reports to: Managing Attorney

Position overview:

The Bankruptcy Paralegal works effectively and collaboratively to provide organizational and substantive support to attorneys and paralegals in the Litigation and Restructuring Department. Assignments may extend into other practice areas and departments. This position reports to the Managing Attorney.

Responsibilities:

- Manage assigned cases and their related tasks and projects.
- Perform full range of paralegal tasks from case inception through case closure.
- Monitor court docket sheets for assigned cases and take ownership of case calendars.
- Prepare drafts of notices, motions, fee applications and proofs of claims.
- Bluebook, cite check, and Shepardize briefs.
- Prepare deposition notices, organizing, maintaining and preparing deposition materials, exhibits and summaries.
- Remain current in industry trends in Bankruptcy/Restructuring and the legal profession.
- Ensure expertise in technology relevant to the position; proactively use most current technology to further teamwork, client service, and efficiency.

Required Skills and Experience:

- Knowledge of Bankruptcy Court procedures and practices.
- Familiarity with chapter 11 reorganization process and basic documents such as, SoFAs, fee applications, disclosure statements, and plans of reorganization.
- Prior working experience in the bankruptcy group of a law firm representing debtors and creditors in complex chapter 11 and chapter 7 cases.
- Experience with e-filing within the Federal Courts, specifically with both the U.S. Bankruptcy and the U.S District Courts.
- Familiarity with CM/ECF and PACER filing system.



- Ability to conduct research using various research tools, including the Internet, Westlaw, Dunn & Bradstreet, and Courtlink.
- Proficient in bluebooking.
- Proficient in Microsoft Office (Excel, Word, PowerPoint).
- Strong sense of accountability, taking ownership over projects and responsibilities and resolving issues proactively.
- High level of accuracy, attention to detail, and organizational skills.
- Ability to assess information, anticipate issues and outcomes, and make effective decisions.
- Ability to manage multiple requests, assess priorities, and achieve solutions under deadlines.
- Strong written and oral communication skills.
- Excellent teamwork skills and a strong client service orientation.
- Flexibility to work overtime as required.

Qualifications:

- Four plus years Bankruptcy experience in a law firm.
- Mid-size to large firm experience a plus.
- eDiscovery experience a plus.
- Education: BA/BS required.
- Paralegal certificate a plus.

Brown Rudnick is an Equal Opportunity Employer