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Matern Law Group, PC is a law firm headquartered in the City of El Segundo, with offices throughout California. We are devoted to plaintiff representation and protecting employee and consumer rights. We offer a collegial and rewarding work environment focusing on work/life balance fostering a culture of professional growth and development. We seek an energetic, detail-oriented, and organized individual to join our team immediately.

This position will require initial on-site work to start. However, our current remote work policy permits up to three flexible remote days per week if desired; employees must have adequate and reliable hardware and internet services to work remotely. Alternatively, employees may opt to work in the office daily.

Benefits Include:

- Health, dental and vision coverage; employee premium paid in full; optional PPO upgrades available
- Retirement savings plan; safe harbor employer contribution plus discretionary employer match
- Hybrid and casual dress office work environment
- Paid holidays, vacation, and sick time
- Paid parking, jury duty, and leave to vote
- True team culture with a focus on cross-team training and support

Experienced Mass Action Paralegal

[El Segundo office; salary range, \$31/hr - \$39/hr]

Requirements:

- Mass action or mass tort litigation experience required
- Strong understanding of mass tort litigation processes and high-volume case management
- Experience reviewing legal and medical records
- High attention to detail and ability to meet deadlines
- Strong organizational, time-management, and prioritization skills
- Excellent communication and client-service skills, including comfort handling sensitive matters
- High professional integrity and ability to maintain confidentiality
- Ability to work collaboratively and adapt to changing demands
- Ability to lead, mentor, and manage direct reports when applicable
- Paralegal certificate from an ABA-approved paralegal program, bachelor's degree in a law-related field, or associate's degree with paralegal training preferred but not required
- If applying as a paralegal, proof of completed continuing education per California Business & Professions Code §6450

Responsibilities:

- Assist attorneys in managing a high-volume caseload
- Review and summarize legal and medical records to identify relevant case facts
- Conduct fact investigation and witness interviews and assist with legal research
- Draft pleadings, discovery, and correspondence, and coordinate filing and service
- Prepare for and assist at arbitrations, mediations, and trials
- Manage document-production and case-management databases
- Maintain organized case files and handle calendaring and docketing
- Supervise and mentor team legal assistants and delegate and oversee file-management tasks
- Work with attorneys and independently handle key duties under attorney supervision