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**Position Title:** Paralegal – Litigation Practice Group

**Time Commitment:** Full-time

**Starting Hourly Range:** \$27-\$38 (commensurate with experience)

**Benefits:** Complete Benefit Package, with options including but not limited to: Health, vision, dental and life Insurance, 401(k) plan, and paid time off (PTO)

**Location:** Asheville, NC (In-Office position)

### **Who We Are**

Established in 1907, the Van Winkle Law Firm is one of the largest law firms headquartered in the beautiful mountains of Western North Carolina. With two office locations, we proudly serve individuals, families, and businesses throughout the Southeast. As a distinguished and respected firm, our attorneys and staff are recognized for our ability to utilize the best practices and methods possible to meet our clients' needs.

Van Winkle, Buck, Wall, Starnes and Davis, P.A. is committed to a workplace where our employees, clients, and business partners can thrive. We are an Equal Opportunity Employer providing all employees and applicants with a workplace free from discrimination or harassment, on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, disability, age (age 40 or older), or genetic information. or any other characteristic protected by federal, state, or local law. Qualified individuals with a disability may request reasonable accommodation in order to apply for a position or to enable them to perform the essential functions of a position for which they are otherwise qualified. If you need an accommodation or need to discuss your situation, please contact us at [careers@vwlawfirm.com](mailto:careers@vwlawfirm.com).

### **Our Ideal Applicant**

The Litigation Paralegal plays a vital role in case management and trial preparation, assisting attorneys throughout all stages of litigation. The ideal candidate is detail-oriented, highly organized, and able to thrive in a fast-paced environment. The candidate will have a familiarity with North Carolina court rules and electronic filing systems, familiarity and experience with document management, review platforms, medical record reviews, and HIPAA compliance issues.

### **Requirements**

- Bachelor's degree or paralegal certificate (or equivalent work experience).
- 2–3 years of litigation paralegal experience.
- Ability to lift documents weighing as much as 20 pounds.
- Licensed and ability to drive in North Carolina.
- Ability to fluently communicate in English.
- Ability to occasionally work out of town, sometimes overnight.
- Ability to work overtime as needed.
- Familiarity with North Carolina and Federal court rules and electronic filing systems.

- Strong organizational skills and attention to detail.
- A good communicator who is comfortable juggling multiple priorities.
- Someone who works well independently but enjoys being part of a team.
- Willingness to learn the practice and its systems.
- Exceptional attention to detail, excellent organizational and communication skills, and proficient word processing skills.
- Responsive and able to meet deadlines.
- Exceptional flexibility and strong prioritization skills and the capability to adapt to change.
- Proficiency in Microsoft Office products.

## **Responsibilities**

- Work closely with various attorneys to keep cases moving forward.
- Draft, format, and file pleadings, discovery, and other court documents.
- Help organize case files and manage deadlines.
- Gather and organize discovery materials, exhibits, and trial preparation binders.
- Assist with depositions, hearings, and trial preparation.
- Keep communication flowing — whether it's with clients, courts, or opposing counsel.
- Maintain positive and responsive contact with clients and observe confidentiality of client matters.
- Prepare correspondence and reports.
- Organize and maintain electronic records.
- Manage traditional administrative needs.
- Manage daily workflow including scheduling appointments, maintaining calendars, and being a helpful resource to the supervising attorney(s).
- Demonstrate good judgment and professionalism and exhibit flexibility and versatility to provide support.
- Demonstrate strong reasoning and resolution skills.

## **How to Apply**

Please submit all application materials to [careers@vwlawfirm.com](mailto:careers@vwlawfirm.com). We offer an excellent benefits package and competitive salary, commensurate with experience. All inquiries and applications will be kept in confidence.