



POSITION

Paralegal
(Products Liability)



ROLE

Responsible for providing support, drafting and reviewing legal documents, conducting research, and handling administrative and legal issues.



SALARY RANGE*

Hourly



LOCATION

Edwardsville, Illinois or Paducah, Kentucky



PROCESS

To apply, please send a cover letter and résumé to careers@flintcooper.com.

*Commensurate with qualifications.

FIRM

Flint Cooper is a preeminent litigation firm managing a diverse portfolio of multibillion-dollar cases. Coled by founding partners Ethan Flint and Jeff Cooper, both world-renowned for their accomplishments litigating asbestos-related cases and Fifth Amendment federal takings cases, Flint Cooper boasts a national presence and the ability to file a lawsuit and try cases anywhere. With offices in Edwardsville, Illinois, Paducah, Kentucky and Dallas, Texas, Flint Cooper handles catastrophic personal injury and product liability cases, litigates cases involving terminal illnesses, and currently represents the largest contingent of plaintiffs with claims against the federal government than any single firm in the country.

CULTURE

For over 20 years, Flint Cooper has represented people, not clients, nationwide and across borders, handling cases involving serious personal injuries, wrongful deaths, exposures to toxic chemicals and defective or dangerous products. Representing shared values around client commitment and reputational excellence, Flint Cooper firmly believes in tailoring its legal services to fit the individual needs of each client, not the other way around. Flint Cooper's deep well of experience, intellectual power and untouchable track record make it the best counsel and advocates to have in any claimant's corner.

RESPONSIBILITIES

- Review and prepare legal documents from courts, defense attorneys, lien/bankruptcy resolution companies, claims administration companies and bankruptcy trustees.
- Coordinate with external counsel regarding the filing of lawsuits and other legal documents, settlements and judgment execution strategies.
- Perform searches on PACER, Westlaw, PeopleFinders or other state platforms.
- Organize and respond to incoming mass tort settlement correspondence and files.
- Coordinate with accounting, lien/bankruptcy resolution companies, claims administration companies, bankruptcy trustees and counsel regarding procedures, pleadings and lien issues when funds can be released.
- Assist with representation of bankruptcy trustees as special personal injury counsel regarding settlement administration.

QUALIFICATIONS

- Bachelor's or Associate's degree in paralegal studies or a related field required; ABA paralegal certification or ACP certification preferred.
- Ability to file pleadings and court documents required.
- Ability to navigate case management programs, including Salesforce required.
- Strong communication (written and verbal) and technology skills required.
- Strong project management, organizational, time management skills required.
- One-to-three (1-3) years experience in paraprofessional and/or accounting preferred.
- Fluency in verbal and/or written Spanish preferred.

COMPENSATION

Flint Cooper recognizes and rewards team impact in innovative and competitive ways. Career satisfaction is paramount at Flint Cooper, which is why learning and development are as equally important as its compensation package. Through a combination of salary, bonus opportunities, flexible schedules, and non-monetary awards and benefits, Flint Cooper supports its team as they strive to achieve personal and professional goals.