

Position: Litigation Paralegal

Firm: Rupp Pfalzgraf LLC

Location: Saratoga Springs, NY or Albany, NY

About Us: Rupp Pfalzgraf LLC is a full-service law firm with more than 70 attorneys serving clients across a broad range of industries and practice areas. Our Capital Region offices offer a collaborative environment where attorneys and legal professionals work together on diverse and sophisticated matters for businesses, insurance carriers, organizations, and individuals. We are committed to exceptional client service, teamwork, and providing our professionals with opportunities to take on meaningful work and grow within the firm.

Who We Need: We are seeking an experienced Litigation Paralegal with 4+ years of experience to join our growing litigation practice. The ideal candidate will be highly organized, detail-oriented, and comfortable supporting attorneys across a diverse and active caseload, including complex and document-intensive matters. This position requires someone who can take ownership of case organization, manage competing deadlines, and provide substantive support throughout all phases of litigation.

Key Responsibilities:

- Assist attorneys in all phases of litigation, from initial case investigation and discovery through trial and appeal.
- Draft and assist with pleadings, discovery demands and responses, subpoenas, affidavits, motions, and other litigation documents.
- Manage case files, calendars, deadlines, and case information to ensure matters are organized and up to date.
- Coordinate and manage document collection, review, and production, including large and document-intensive discovery matters.
- Obtain, organize, review, and summarize medical records, business records, governmental records, and other case-related materials.
- Prepare case chronologies, record summaries, discovery materials, deposition exhibits, and other materials for attorney review and case preparation.
- Conduct factual and legal research and assist with investigation of claims and defenses.
- Coordinate with clients, insurance carriers, experts, witnesses, opposing counsel, courts, and third-party vendors as needed.
- Assist with deposition preparation, including organizing exhibits and supporting materials.
- Assist with trial preparation, including witness and exhibit lists, trial exhibits, subpoenas, and trial binders.
- Maintain accurate information in the firm's case management and document management systems.
- Manage multiple matters and competing deadlines while providing responsive support to attorneys and clients.

Qualifications:

- Associate's degree in Paralegal Studies, Bachelor's degree, or equivalent combination of education and relevant experience.

- 4+ years of paralegal experience in a litigation environment.
- Paralegal certification preferred, but not required.
- Experience with litigation discovery, document management, and case preparation.
- Familiarity with New York State court procedures, filing requirements, and litigation practices.
- Strong organizational skills and attention to detail, with the ability to manage multiple matters and competing deadlines.
- Ability to work independently, exercise sound judgment, and take ownership of assigned matters.
- Ability to work effectively with attorneys, clients, insurance carriers, experts, and other professionals.
- Proficiency with Microsoft Office and legal case/document management technology.

Work Environment & Physical Requirements:

- This position is primarily performed in an office setting and involves extended periods of sitting, working at a computer, and communicating via phone and email, with or without reasonable accommodation.
- The role may require occasional standing, walking, and light lifting (e.g., files or office materials up to approximately 10–20 pounds), with or without reasonable accommodation.
- Ability to manage multiple tasks and priorities in a dynamic work environment, with or without reasonable accommodation.
- Occasional travel may be required to support trials, hearings, depositions, client meetings, and other case-related matters.

Wage Information: \$30.77 - \$41.03 per hour, which is equivalent to \$60,000 - \$80,000 per year.

Benefits: Our generous benefits package includes paid time off in addition to paid holidays, medical/dental/vision insurance, 401k with Firm contribution, potential for 401 profit sharing, short and long-term disability insurance, employee assistance program, ID protection insurance, group term life insurance, and an opportunity for a year-end bonus based on performance.

To Apply: Please submit your resume to careers@rupppfalzgraf.com. We look forward to reviewing your application and exploring the possibility of having you join our team at Rupp Pfalzgraf.

All qualified applicants will be afforded equal employment opportunities without discrimination because of age, race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, or domestic violence victim status.