



March 4, 2011

**USIS | LABAT** is currently seeking full-time **Senior Paralegals in Washington, DC**

At USIS | LABAT, we collaborate with our customers to provide specialized information and service solutions. USIS | LABAT provides growth opportunities for those who share a commitment to teamwork, progress, and integrity as well as a dedication to helping us maintain our position as the industry leader.

We are a premier provider of information management services to agencies, companies, and institutions that handle large volumes of data and have a fundamental need for confidentiality and security. We provide worry- and hassle-free information management solutions, allowing our clients to remain focused on their mission critical tasks.

Responsibilities:

- Performs moderately complex legal research; synthesizes transcripts of hearings and oral arguments for attorney use; reviews case related materials and identifies potentially conflicting statements or areas requiring further investigation; writes preliminary drafts of simple legal memoranda and correspondence.
- In addition, responsible for preparing, updating and editing electronic pleadings, organizing exhibits; organizing and updating physical case file and case file indexes; coordinating the copying and scanning of trial exhibits and other trial materials; preparing trial notebooks; hyper-linking case exhibit list (s) to the trial exhibits; assisting with coordinating trial witness travel and preparatory sessions; completing the discovery book with index; preparing the binder and electronic file of all relevant case law and legal research; assisting with the review of the trial exhibits for foundational issues; assisting with the review of the defendants' pretrial disclosures; preparing notebook of case file reports and work papers; assisting with the coordination of trial logistics including ensuring that needed equipment is available; preparing working reference files on topics for rebuttal; assisting with making supporting trial exhibits available; checking redacted trial exhibits to see if any further redaction is needed; rescanning deposition exhibits once the trial labels have been put in place; assisting with updating CaseMap databases including updating documents, witness information & trial exhibits; assisting with updating the Concordance database with OCRing and adding the trial exhibits.
- Often works with minimal direct supervision other than written guidelines.
- Performs other related duties as assigned.

Requirements:

- Paralegal Certificate or equivalent experience may be substituted with the approval of COTR.
- Undergraduate degree or higher preferred.
- 2-3 years of litigation support experience using litigation support software (Concordance, Summation, Ipro, CaseMap).



- Trial experience required.
- Must be proficient in Microsoft Office software programs (Word, Power Point, Excel, Outlook and Access).
- Possess experience which demonstrates entering data into and retrieving data from a database, following up on requests for information, report preparation, problem-solving, setting priorities and meeting deadlines and communicating with officials and high-level employees within and outside of the organization.
- Extremely detail oriented and possess the ability to work well in a team setting.

Resumes without (3) professional references will not be considered.

Must be a U.S. Citizen and able to obtain a security clearance.

Selected candidate must be able to pass credit and background checks and pre-employment drug screening.

**To apply:**

Please visit our website to create a profile by clicking the following link:

<https://tbe.taleo.net/NA5/ats/careers/requisition.jsp?org=HIRERIGHT&cws=5&rid=3609>

You can learn more about USIS|LABAT at [www.labat.com](http://www.labat.com)

USIS is an Equal Opportunity Employer



**USIS | LABAT** is currently seeking full-time **Document Management Analysts** in **Washington, DC**

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**Responsibilities:**

- Performs moderately complex litigation support tasks, including, for example, detailed indexing of case files, drafting procedures for accomplishing litigation support assignments, document acquisition related tasks, etc.
- Proofreads and edits deliverable products.
- Follows established procedures in filing, retrieving, and copying case file materials; creating witness binders; preparing deposition and trial exhibits; entering data on-line to case files and other databases; proofreading, editing, and correcting OCR'd text files; retrieving and blowing back documents from microfilm and digital image media; tabbing, numbering, labeling, assembling documents; filling out log sheets and reporting on progress; performing quality control on the work of peers in all of these areas.
- Prepares documents for image scanning; performs other document acquisition related activities, including document screening, and phrase labeling of files to be filmed or scanned. Sometimes serves as "team leader" for larger group of Document Management Technicians and clerical support staff.
- Often works with minimal supervision.
- Performs other related duties as assigned.

**Requirements:**

- Undergraduate degree strongly preferred; substantial significant experience may be substituted for degree requirement.
- One year of experience on major litigation support projects. Demonstrated ability to work independently in a team environment.
- Excellent writing skills and oral communication skills extremely important.
- Requires hands-on familiarity with the Government's data processing environments, including office automation networks, PC-based database and other applications, internet and server-based database and other applications, such as Oracle, Concordance, Summation, Trial Director, etc.
- Should be a knowledgeable user of the Government's word processing, spreadsheet, imaging, and telecommunications systems.



Resumes without (3) professional references will not be considered.

Must be a U.S. Citizen and able to obtain a security clearance.

Selected candidate must be able to pass credit and background checks and pre-employment drug screening.

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- Prepares documents for image scanning; performs other document acquisition related activities, including document screening, and phrase labeling of files to be filmed or scanned.
- Performs simple database searches.
- Performs other related duties as assigned.

**Requirements:**

- Undergraduate degree preferred.
- Ability to perform detailed work consistently, accurately, and under pressure extremely important. Must be able to read and follow instructions explicitly.
- Must have sufficient understanding of task, task objective, and the context of the task in the litigation support effort as a whole to be able to exercise enough judgment to ask questions where necessary - where instructions are not explicit, or appear to be contrary to the task objective.
- Must have typing/keyboarding skills, good communication skills. Must be capable of becoming a knowledgeable user of the Government's word processing, database, spreadsheet, imaging, and telecommunications systems.
- Litigation support experience helpful.

Resumes without (3) professional references will not be considered.

Must be a U.S. Citizen and able to obtain a security clearance.



Selected candidate must be able to pass credit and background checks and pre-employment drug screening.

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