



## JOB POSTING

Posted	Position	Contact
December 27, 2023	Litigation Paralegal Kansas City Office	<a href="mailto:resumes@bakersterchi.com">resumes@bakersterchi.com</a>

Baker Sterchi Cowden & Rice LLC is seeking a highly motivated and skilled Litigation Paralegal to work within the Insurance Coverage team in the Kansas City office. The ideal candidate is professional in demeanor, detail-oriented, proactive, and enjoys working as a team. Strong organizational skills, the ability to multi-task, work efficiently under pressure and quickly learn and integrate new technical skills and knowledge are required for success in this position. At least five years of litigation experience is required. Insurance coverage experience is preferred. All candidates must understand the importance of upholding client confidentiality.

### Duties and Responsibilities

- Manage complex cases throughout the litigation process.
- Assist with fact and witness investigations, including background checks.
- Assist with propounding and responding to discovery, including document production.
- Review and summarize medical records, medical bills, police records, deposition transcripts, and other documents and client files.
- Review and analyze large files to prepare key events, correspondence, and other chronologies to assist with case assessment.
- Assist in juror research.
- Assist with deposition, court hearing, mediation, and arbitration preparation.
- Trial preparation and attendance.
- Communicate effectively, courteously, and professionally with clients, attorneys, and professional staff.
- Efficiently and effectively learn and utilize new and existing firm technology.

Baker Sterchi offers competitive compensation and comprehensive benefits, including 401K matching. Committed to promoting diversity within our organization and the legal community, we encourage candidates from all backgrounds.

### About Baker Sterchi Cowden & Rice LLC

For over 40 years, Baker Sterchi Cowden & Rice LLC has provided services in the areas of appellate, commercial, complex (class action and multi-district), cyber liability/privacy and data breach, employment and labor, financial services, insurance defense and coverage, medical malpractice, personal injury, premises liability, products liability, professional and management liability, and toxic and mass tort litigation.

With offices in Missouri, Illinois, and Kansas, Baker Sterchi Cowden & Rice attorneys practice throughout the United States serving national, regional and local companies and professionals in a variety of industries including the arts, banking, construction, consumer products and services, entertainment, food and beverage, healthcare, hospitality, insurance, leisure, medical device, pharmaceutical, propane, retail, and transportation (aviation, automotive, railroad, recreational, and trucking) industries. For more information, visit [www.bakersterchi.com](http://www.bakersterchi.com).