



Job Description

Litigation Paralegal

Jacko Law Group, PC | San Diego, CA | Hybrid – 3 Days In-Office / 2 Days Remote

Jacko Law Group, PC, “JLG”, a boutique corporate and securities law firm, is seeking an experienced Litigation Paralegal to support our litigation practice.

This position will work closely with attorneys on business and commercial disputes, breach of contract matters, arbitrations, and other complex litigation. We are looking for an experienced paralegal who is highly organized, proactive, and able to manage the day-to-day workflow of litigation files while anticipating deadlines and matters requiring attorney attention.

Why Choose Jacko Law Group?

- **A Collaborative Environment:** We foster a culture of teamwork and collaboration, where your expertise will be valued and your voice will be heard.
- **Cutting-Edge Technology:** Our commitment to staying at the forefront of legal technology ensures that you will have the tools you need to excel.
- **Client-Centric Approach:** Our clients are our top priority, and your book of business will seamlessly integrate into our client-focused model.
- **Growth Opportunities:** Joining our team means opening doors to new opportunities, unlimited earning potential and continues professional development.

What You’ll Do

- Manage the day-to-day organization and workflow of litigation files under attorney supervision.
- Monitor court deadlines, discovery, depositions, hearings, arbitrations, trials, and other critical dates.
- Prepare, finalize, file, and serve pleadings, motions, discovery, and other litigation documents following attorney review and direction.
- Handle electronic filing and service in California state and federal courts.
- Assist with discovery, subpoenas, document collection, review, organization, and production.
- Coordinate deposition preparation and support mediations, arbitrations, hearings, and trials.

- Prepare and organize exhibits, witness materials, hearing and trial binders, and other case materials.
- Coordinate professionally with clients, experts, witnesses, courts, opposing counsel, arbitration providers, and litigation vendors.
- Proactively communicate upcoming deadlines, outstanding items, and case needs to the responsible attorney.

What We're Looking For

- 3+ years of substantive litigation paralegal experience
- Business or commercial litigation experience strongly preferred
- Strong litigation filing, discovery, calendaring, and case-management experience
- Knowledge of California state and federal court filing procedures
- Arbitration, hearing, and/or trial preparation experience strongly preferred
- Exceptional organizational skills and attention to detail
- Ability to anticipate needs, prioritize competing deadlines, and consistently follow through
- Strong professional written and verbal communication skills
- Ability to manage workflow with limited supervision while recognizing when attorney direction is required
- Paralegal certificate and compliance with applicable California paralegal requirements
- Experience with arbitrations, complex business disputes, financial services litigation, securities litigation, or SEC/regulatory matters is a plus, but not required.

Compensation and Benefits

- \$38.00–\$45.00 per hour (approximately \$80,000–\$95,000 annually), depending on experience and qualifications
- Annual bonus opportunity
- Competitive benefits package
- Hybrid schedule – 3 days in-office / 2 days remote
- Continuing education and professional development opportunities

To Apply

Please submit cover letter and resume to: jobs@jackolg.com **and** complete the Culture Index™ Survey by clicking on the link: <https://go.cultureindex.com/p/qavPwbNUfJMr>

[Jacko Law Group, PC](#) is an equal-opportunity employer and is committed to fostering a diverse and inclusive workplace.

About Us

Jacko Law Group is a boutique corporate and securities law firm serving businesses, financial institutions, and financial professionals throughout California and nationwide. Our attorneys provide practical legal counsel across corporate, securities, regulatory, and litigation matters. We offer an opportunity for an experienced litigation professional to work closely with attorneys, take meaningful responsibility for litigation workflow and case organization, and contribute to a collaborative and growing practice.

JLG is a National Women Business Owners Corporation (NWBOC)-certified firm and offers a collaborative professional environment where team members can contribute meaningfully to sophisticated legal matters.