Paralegal Litigation and Support Specialist – Team Lead

**Background:**

Kent, Campa and Kate Incorporated (KCK) is a federal contracting company that provides professional services to Government Agencies. We are currently seeking candidates for a Team Lead with experience in handling classified information, for paralegal and litigation support services. Services include administrative law, contract and fiscal law, national security law sections, basic administrative functions, and preparation for litigation in coordination with appropriate trial attorneys.

**Requirements:**

- **Paralegal Certificate** – Army Judge Advocate General (TJAG) certified or civilian equivalent
- **Basic Experience:** Five (5) or more years of experience in paralegal and litigation support services. Three (3) or more years of supervisory experience. One (1) year of experience in handling classified information.
- **Active DoD Top Secret** clearance with current Special Security Background Investigation (SSBI) and be adjudicated for Sensitive Compartmented Information SCI.

**Work Duties:** Primary

- Assist attorneys in all aspects of their work; coordinating logistical matters and other support for depositions, teleconferences and trials; coordinating with other Federal, State and local agencies, attorneys, witness and experts; briefing staff attorneys on issues; and generally assisting in most aspects of the litigation process.
- Answer legal questions requiring legal and factual research; interpretation and application of case law, statutes, regulations and policies in consultation with attorneys.
- Independently act as the technical authority conducting legal research on a variety of legal issues pertaining to national security, contract and fiscal, personnel and labor, and administrative law.
- Research statutory, regulatory, court and administrative precedents, and governing policy using available legal research tools.
- Keep abreast of changes in regulations and case law in all areas of administrative and labor law to include, but not limited to environmental, contracting, labor law, Joint Travel Regulations, and the Civilian Personnel Law Manual.
- Reference manual directives and precedents from computerized reference sources, judicial, and administrative decisions.
- Possess knowledge of and apply understanding of Federal law and policy impacting upon sensitive intelligence programs and operations.
- Prepare responses for signature of the action attorneys which include explanations of complicated legal precedent, and references to relevant laws, regulations, policies, or other directives.
- Organize, maintain, and analyze highly complex files. Engage in independent, specialized research regarding complex factual and legal issues and drafts new documents, responses, and staff summary sheets, where applicable. Digest subject matter details in the case file, independently determines the evidence needed, and chooses the best approach to gather the data.
- Maintain the Financial Disclosure Management system for tracking compliance with ethics laws and regulations.
- Prepare annual instructions for collecting financial disclosure reports.
- Examine, evaluate, and coordinate requests for information under the Freedom of Information Act and Privacy Act.
- Create and maintain a litigation or other administrative database.
- Capture document images and metadata to include Optical Character Recognition (OCR) images as required.
- Code documents and enter them into the litigation database to include emails.
• Input unique page numbering onto all documents in the database.
• Review documents for relevance to discovery requests and the issues in litigation.
• De-duplicate documents.
• Review documents for privilege and maintaining a privilege log.
• Perform database searches to include creating indexes and report.
• Propose document redactions within guidelines provided by attorneys, organizing documents for production.
• Produce documents either as hardcopy or in electronic formats.
• Provide relevant documents for use at depositions and hearings.
• Provide litigation support at hearings and depositions.
• Provide litigation support during the preparation of briefs and motions.
• Interact and coordinate directly with agency legal staffs in and outside the Army to evaluate and analyze evidentiary issues such as the adequacy, consistency, and veracity of oral, written, and demonstrative evidence.
• Work with the EEO office, CPAC, and management officials to develop the administrative record for labor law cases.
• Coordinate with other Federal and state agencies regarding litigation or general legal issues.
• Interview potential witnesses to obtain information and to determine whether they possess applicable exhibits for Merit System Protection Board (MSBP) hearings, Equal Employment Opportunity Commission (EEOC) hearing and Office of Complaints Investigation (OCI) fact-finding conferences.
• Obtain, develop, and maintain evidence, documents, files, and exhibits for litigation.
• Prepare and edit legal documents, interrogatories, requests for production of documents, interrogatories, answers to requests for production of documents, answers to interrogatories, answers to requests for the production of documents, exhibit and witness lists.
• Identify issues, to include drafting relevant questions.
• Interface with attorneys providing accurate and concise status reports.
• Identify and interview witnesses and collects evidence.
• Determine the need for additional information.
• Prepare comprehensive litigation reports and collect evidence in connection with lawsuits.
• Develop strategy and make ambiguous and confused data usable, analyzing both fact and law synthesizing data in costly litigation proceedings.
• Prioritize and organizes documents and files, schedules, witnesses, and keeps track of documents and deadlines.
• Assist attorneys with contract litigation.
• Resolve a wide range of problems by received unscheduled and scheduled visitors and telephone calls.
• Provide information when routine procedural and non-routine procedural matters are involved.
• Maintain calendar and schedule meetings, conferences, and briefings.
• Organize, review, and proofread the outgoing correspondence.
• Locate and assemble information upon request for various reports, briefings, and conferences.
• Coordinate arrangements for travel, arrange schedules of visits, make travel arrangements, submit travel vouchers.
• Organize and maintain files.

Additional Work Duties: Supervisory

• Ensure diligence, oversight of the project, the good stewardship of resources, compliance of execution of work, and exceptional conduct of the Paralegals under our leadership.
• Serve as on-site Lead for professional and timely execution of assigned work and deliverables, and compliance of government/company policies.
• Provide supervision, any necessary training and mentorship to all company employees assigned to the project.
• Act as liaison and representative of the company for all matters relating to on-site requirements.
• Ensure integrated and proactive communications, quality management and risk management practices.
• Responsible for providing supervisory, leadership and professional development to Paralegals.
• Approve and verify all time charged to the project, ensuring that all time is captured under the appropriate categories/codes.
• Promote the highest standard of professional conduct.
• Ensure successful integration of new Paralegals onto the project.
• Execute quality management of work assigned at each work location for all Paralegals.
• Participate in required meetings (in-person or virtually).
• Acknowledge and execute all reportable incidences.