

LITIGATION PARALEGAL

[Colin Ram Law, LLC](#)

Mount Pleasant, SC

Status: Full-time / on-site

Compensation based on experience. Raises and bonuses based on performance.

All applications will remain CONFIDENTIAL.

About the Position:

Join our team as a pre-suit & litigation paralegal where you'll support clients through some of their most challenging times. This role is perfect for someone who's proactive and wants to make a difference in the Charleston community.

Who We Are:

Colin Ram Law, LLC is a growing personal injury and civil rights law firm, located in Mount Pleasant next to Town Hall, that represents people and their families in serious injury, wrongful death, and civil rights cases in the Charleston area and around South Carolina.

Our work environment is friendly and offers a comfortable and collaborative setting. No toxic personalities here.

We believe in a healthy work-life balance. We offer a competitive salary with bonuses and raises based on your performance. We also offer generous paid time off.

Who You Are:

We are looking for a high caliber human being, preferably with at least 2-3 years of experience as a litigation paralegal in a personal injury law firm.

You will be working and speaking with clients regularly, so you must enjoy people and be personable, welcoming, with strong interpersonal communication skills.

Have you been out of the workforce for a few years but are looking to dive back in? This position is a great fit for experienced litigation paralegals who have taken a few years off from work to take care of their growing families at home and are now ready to get back to the office and work full-time.

You will need to be a friendly problem solver. We need you to be solution oriented, with a bias towards pushing cases forward and seeing projects through to the end. You thrive on managing complex details and tight timelines. But you won't be on your own—you will work alongside people who want to see you succeed in the role and will help you along the way.

We have the systems to help you stay organized, so good tech skills are required. We use Filevine for case management; Zoom and Calendly for virtual meetings; LexisAI/ChatGPT/Claude/Perplexity for research, planning, and problem solving; Instagram, FB,

and Canva for sharing our story, etc. You don't need experience with any particular software to get hired—we will teach you everything you need to succeed.

Job Responsibilities:

- Be the first point of contact for clients and potential clients on the phone;
- Draft and proofread legal documents including correspondence, demand letters, complaints, motions, and settlement paperwork;
- Prepare discovery requests - review and organize discovery responses;
- Schedule and coordinate witness depositions, court hearings, and meetings;
- File pleadings in state and federal court;
- Coordinate with clients' medical providers and obtain medical records;
- Organize and maintain electronic case files;
- Provide administrative support to our growing firm.

We believe in personal development, so we also want someone who doesn't mind attending occasional out-of-town conferences or seminars and consuming books or podcasts about teamwork, business, and/or the law.

Why You'll Love Working at Colin Ram Law:

We offer a competitive salary with bonuses and raises based on your performance. We also offer generous paid time off. We believe in a healthy work-life balance: our office is closed on all federal holidays and the week between Christmas and New Year's because spending time with family and friends is why we do this.

Occasionally a friendly dog may join us at the office for the day, so dog friendly people are welcome.

How to Apply:

Please email a brief cover letter expressing why this position may be a good fit for you along with a current resume and references to: **info@sctrial.com**

Learn more about Colin Ram Law, LLC [here](#).