



Sr Paralegal – Litigation

Job Summary:

This position is located in Anadarko's corporate office in The Woodlands, TX, as a member of the Litigation & Legal Technology team.

Qualifications:

The ideal candidate for this position should possess the following minimum qualifications:

- Experience as a Paralegal in an in-house corporate setting or major law firm is highly preferred.
- Experience in the oil and gas industry is strongly preferred.
- Demonstrated aptitude of the litigation process, including all phases of the legal hold process and electronic discovery.
- Functional proficiency in leading case management and electronic discovery applications.
- Experience with Accelerate and Reconnind strongly preferred.
- Functional proficiency with matter management system. Experience with TeamConnect is preferred.
- Advanced proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, SharePoint, Visio and Outlook). Experience with Spotfire preferred.
- Proficient knowledge of Internet Research Tools (Lexis, Westlaw, CM/ECF, JIMS, etc.).
- Ability to manage and coordinate a high volume of matters in a fast-paced atmosphere with minimal supervision.
- Ability to prioritize multiple tasks and adapt to change.
- Familiarity with meeting facilitation techniques and etiquette.
- Ability to work in teams and autonomously.
- Highly organized, detail-oriented with excellent communication and writing skills.
- Ability to communicate clearly concerning legal technology needs related to a particular case.
- Excellent people skills in dealing with internal business clients and outside of the Company with opposing counsel, experts, witnesses and vendors, as well as support staff.
- Twenty (20) years of relevant paralegal experience is preferred.

Responsibilities:

This position could manage multiple litigation matters, which could call for considerable resources and high levels of functional and technical integration. This position performs a variety of duties to support Anadarko's litigation docket including:

- Effectively communicating and consulting with all levels of our corporation and external parties regarding discovery requests, deadlines, trial, etc.
- Conferring with in-house and outside counsel to schedule projects and effectively completing all tasks in a timely manner.
- Following department protocols for gathering and organizing documents, assisting legal team in implementation of Legal Holds, updating case status and required data in case management system and tracking the handling of documents for assigned matters.
- Coordinating and conducting large-scale document (electronic and hard copy) identification, preservation, collection, review, and production.
- Working on special projects as needed.



Education:

Bachelors degree is required.

Certification/Licenses

NALA

Paralegal/Legal Assistant Certification acquired through a college or program approved by the American Bar Association is highly preferred.

Relocation:

This position is not eligible for relocation.

Travel Requirements:

Travel will be required 0-10%.

Work Schedule:

This position is eligible for the 5/40 or 9/80 work schedule.

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