

EVIDENCE ASSISTANT

Evidence Assistant. Team, Talent, Truth, Tenacity, Triumph. These are our values.

To watch employee testimonial videos, and Bert's tour of our office, go to www.HurtCallBert.com/jobs. For Glassdoor reviews, go to: <https://www.glassdoor.com/Reviews/Parnall-Law-Firm-Reviews-E2060161.htm>.

Please read below concerning how to apply.

We are a growing plaintiffs personal injury law firm. This is a new position due to the firm's growth. Candidate must be enthusiastic, confident, a great team player, a self-starter, and able to multi-task in a fast-paced environment.

Mission: To search for and collect evidence in the form of police reports, 911 calls, lapel, and video; among other forms, and other evidence that will support our client's cases. To work together with the paralegals as a team to provide the attorneys and clients with intelligent, compassionate and determined advocacy, with the goal of maximizing compensation for the harms caused by wrongful actions of others. To give clients and files the attention and organization needed to help bring resolution as effectively and quickly as possible. To make sure that, at the end of the case, the client is satisfied and knows Parnall Law has stood up for, fought for, and given voice and value to his or her harm. To bring in revenue that contributes to profit.

Duties and Responsibilities:

- Entering all party information from the reports collected, into Needles.
- Send out IPRA (public records requests) for 911 calls, CADs, police photos, interviews, lapel, bar citations, or any other IPRA requests needed.
- Provider follow up calls and emails until all evidence is in. Interaction with various public agencies for IPRA requests, reports or other data needed.
- Take interviews of witnesses and summarize same
- Photograph crash sites
- Summarize evidence noting key issues.
- Keeping the paralegals and/or attorneys apprised of all efforts and complications.
- Background searches on torts or clients including: nmcourts.gov, social media, and firm background tools.
- Property address search
- License info and research
- Google maps of relevant sites
- Any task assigned by paralegal or attorney

If you want to be a part of a growing company with an inspired vision, a unique workplace environment and opportunities for professional growth and competitive compensation, **you MUST apply online at www.HurtCallBert.com/jobs. Emailed applications will not be considered.**