

Senior Paralegal Manager

We are seeking a **Senior Paralegal Manager** with strong leadership skills and significant experience in high-stakes litigation. This is not just a role for an excellent paralegal, it is a leadership position that requires someone who can manage people, structure workflows, and ensure the paralegal team operates at a consistently high level. The right candidate will bring clear communication, proactive team oversight, and the ability to hold others accountable, while still maintaining technical competence in litigation support.

The Senior Paralegal Manager will oversee day-to-day team operations, mentor and develop junior staff, and partner with attorneys and administrative leadership to optimize how the paralegal team is used across matters. Strong judgment, emotional intelligence, and a track record of leading and motivating others are essential. Experience with trial support, discovery management, and court procedures is expected, but the defining strength of this role is management and team leadership.

Responsibilities:

- Maintains active case load and meets billable hour requirements in alignment with hours expectation for the position.
- Manages the professional development of direct reports: provides training, guidance and mentorship; conducts regular group meetings; drafts and works through individual development plans; and provides regular feedback as appropriate and through monthly one-on-one meetings.
- Prepares timely, substantive, and strategically aligned performance evaluations.
- Coordinates directly with attorneys, vendors, and other staff to manage tight deadlines, trial logistics, and document production workflows.
- Maintain a current understanding of federal and state court rules (especially SDNY, EDNY, and Delaware), and ensure team compliance with procedural requirements.
- Assists in matter staffing and workload distribution across the paralegal team.
- Recommend improvements to internal procedures, document management protocols, and workflow efficiencies.
- Helps support recruiting, onboarding, and ongoing professional development of paralegals.
- Tracks billable and non-billable hours accurately and efficiently.
- Assesses support needs; recommends staffing adjustments to ensure effective structure and staffing levels to meet best-in-class service objectives; participates in recruiting for the department.
- Identifies and timely addresses employee relations and performance concerns; collaborates with Human Resources to support effective and appropriate resolution.
- Provides guidance and training to lawyers and case teams regarding best practices for using paralegal support.
- Implements policies and best practices for the department.

Requirements:

- Bachelor's degree required; paralegal certificate from an ABA-approved program strongly preferred.
- Minimum 8 years of paralegal experience at a litigation-focused law firm, including substantial trial and deposition experience.
- Demonstrated leadership or supervisory experience, either formally or as a team lead.
- Deep familiarity with litigation tools (e.g., SharePoint, Relativity, Lexis/Westlaw, Pacer) and e-filing systems for federal and New York state courts.
- Excellent written and oral communication, organizational, computer and documentation skills, including a high level of attention to detail and active listening.
- Ability to handle competing deadlines, maintain professionalism under pressure, and work both independently and as part of a team.
- Commitment to mentoring and developing junior talent.
- Strong project management, organizational, and time management skills and an ability to lead by example
- Availability for occasional overtime and travel as needed for trials or depositions.

This is an exempt position and the annual salary range for this role is \$190,000 to \$215,000, commensurate with experience. This salary range reflects estimated base salary. Total cash compensation will be higher when factoring in year-end bonus and benefits.

Selendy Gay PLLC is an Equal Opportunity Employer.

If you are interested in applying for this position, please complete an application [here](#).

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