

# Berger & Montague, P.C.

ATTORNEYS AT LAW

1622 Locust Street | Philadelphia, PA 19103  
bergermontague.com

## Case Intake Analyst

A top-tier national plaintiff's class action law firm seeks a full-time Case Intake Analyst focused on plaintiff's Employment & Fair Wage litigation. A successful candidate will quickly be given considerable responsibility.

### Responsibilities

- Communicate via email and telephone with potential clients
- Interview and obtain documents from potential clients and prepare reports
- Answer questions and provide potential clients with general information
- Conduct legal research related to potential clients' claims
- Review and summarize information obtained for attorneys at regular meetings
- Use lead intake software to record potential client information
- Prepare written materials, including memos, letters, email, reports, and other documents

### Qualifications:

- Bachelor's degree with strong academic record (pre-law a plus)
- Excellent telephone, verbal and writing skills
- Entrepreneurial, personable, outgoing and caring
- Strong attention to detail and ability to work well in a team setting
- Proficient with internet and social media, Microsoft Word and Excel
- Highly organized and self-motivated
- Strong time management skills

Berger & Montague, P.C. offers a competitive salary and attractive benefits package (health insurance, dental insurance, HSA contribution, STD, LTD, life insurance, 401(k) contribution, profit sharing, pretax transportation benefit). Berger & Montague is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

### Application Process

Interested applicants please forward a cover letter/email and resume to the attention of Carmela Ginsberg at [cginsberg@bm.net](mailto:cginsberg@bm.net). No phone calls. No placement agencies.

## About Berger & Montague

Berger & Montague, P.C. is a national plaintiffs' law firm based in Philadelphia with offices in Minneapolis and Washington D.C. The firm has played lead roles in major class action cases for over 47 years, resulting in recoveries of over \$30 billion for its clients. The firm has been recognized by courts throughout the country for its ability and experience in handling major complex litigation, particularly in the fields of antitrust, securities, mass torts, civil rights, human rights, whistleblower cases, fair wage & employment, and consumer protection litigation.

A staggering 33 Berger & Montague, P.C. attorneys, more than 50% of the firm, were selected as 2017 Pennsylvania Super Lawyers and Rising Stars. The National Law Journal, which recognizes a select group of law firms each year that have done “exemplary, cutting-edge work on the plaintiffs side,” has selected Berger & Montague in 13 out of the last 14 years (2003-05, 2007-16) for its “Hot List” of top plaintiffs’ oriented litigation firms in the United States. The firm has also achieved the highest possible rating by its peers and opponents as reported in Martindale-Hubbell, and was ranked as a 2017 “Best Law Firm” by U.S. News - Best Lawyers.

Currently, the firm consists of over 60 lawyers and an experienced support staff. Few firms in the United States have our breadth of practice and match our successful track record in such a broad array of complex litigation. Further information can be found at [www.bergermontague.com](http://www.bergermontague.com).