

Susan M. Holland

Professional Paralegal

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Overview

Susan “Susie” Holland is a veteran paralegal who provides comprehensive legal support to attorneys whose practices are concentrated in the field of labor and employment law, focused primarily on the defense of employment claims and litigation in federal, state and appellate courts. In this role, she works directly with attorneys and clients in the preparation and filing of pleadings, conducting research, maintaining litigation files, reviewing and organizing discovery documents, preparing witness outlines for interviews and depositions, preparing exhibits for trial, and assisting attorneys in the courtroom. Susie also has extensive experience assisting attorneys in labor-related matters, including collective bargaining negotiations, grievance arbitrations, and unfair labor practice proceedings.

Her responsibilities also include developing materials for supervisory employment law and practices training, including the areas of effectively managing employee performance and behavior, employment claim prevention, discrimination and harassment prevention, conducting internal investigations, wage and hour compliance, occupational safety and health, labor relations, union avoidance, and other areas of legal compliance.

Susie began her career as a legal secretary in 1981 and has concentrated her work in the field of labor and employment law since 1985 while working at two Tulsa, Oklahoma, law firms. Prior to joining McAfee & Taft in 2018, she worked as a professional paralegal for Tulsa, Oklahoma-based Newton, O’Connor, Turner & Ketchum for more than 18 years.

Susie holds an associate of applied science degree from Tulsa Community College and earned her professional paralegal (PP) and professional legal secretary (PLS) certifications through NALS®... *the association for legal professionals*. She is also a certified legal transcriptionist (CLT) and a designated expert in transcription for the Oklahoma Indigent Defense System and the U.S. Bankruptcy Trustee for the Northern and Eastern Districts of Oklahoma.

She has been a member of NALS since 1993.