

Lisa M. Jones

Paralegal

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Overview

Lisa Jones is a career legal professional who provides administrative and paralegal support to attorneys whose practices are concentrated in the field of labor and employment law and litigation. Her responsibilities include drafting correspondence, filing pleadings, maintaining litigation files, reviewing and organizing discovery documents, conducting research, scheduling depositions and mediations, managing docket dates, preparing documents and exhibits for trial, and assisting attorneys at trial.

Since 2000, Lisa has spent the bulk of her career working in various capacities at four Oklahoma-based law firms, developing strong technical skills and gaining valuable knowledge and experience in a broad range of legal areas, including labor and employment, complex business litigation, employee benefits, environmental, corporate and securities, oil and gas, real estate, and tax. Prior to joining the firm in 2021, she served as the court clerk for a small municipality in the Oklahoma City metropolitan area.