



**Employer Name:** Sanford Heisler Sharp, LLP

**Position Title:** Legal Assistant

**Location - City, State:** New York, NY; Washington, DC; San Francisco, CA; San Diego, CA; Nashville, TN

**Industry:** Legal & Law Enforcement

**Job Description:**

Sanford Heisler Sharp, LLP: Civil Rights Firm Seeks Full-time Legal Assistant to Start Now

OPENINGS AVAILABLE IN:

New York, NY; Washington, DC; San Francisco, CA; San Diego, CA; Nashville, TN

Firm Background:

Sanford Heisler Sharp, LLP is a boutique class-action litigation law firm with offices in New York, Washington, D.C., San Francisco, San Diego, and Nashville. The team is a tightly-knit community of lawyers and legal assistants, all committed to using the law to help craft and enforce a more just society. We specialize in civil rights and general public interest cases, representing plaintiffs with employment discrimination, labor and wage violations, predatory lending, whistleblower, consumer fraud, and other claims. We have represented thousands of individuals in some of the most significant class action cases before the courts, securing landmark victories through trial and settlements. In addition, we have a number of cases currently before the district and federal appellate courts that raise novel issues of law. For more information, visit our website <http://www.sanfordheisler.com/>.

Job Description:

Assist with a variety of our matters in a hands-on, substantive manner. Work closely with attorneys and other legal assistants in all aspects of litigation, including legal research, factual investigations, and drafting of memoranda, motions, affidavits, briefs, and correspondence; perform client intake interviews; manage case files; and prepare for and attend depositions, mediations, and court proceedings.

Qualifications:

To be eligible, applicants must have a Bachelor's degree and be available to begin summer of 2018.

Applicants should have:

- commitment to civil rights and an interest in litigation;
- extremely strong organizational skills, including the ability to juggle multiple pressing tasks;
- excellent writing, proofreading and editing skills;
- research and analytical capabilities, including meticulous attention to detail;
- strong academic credentials;
- initiative and energy to see projects to completion;
- ability to work effectively in a team environment and to take direction from a range of individuals;



- well-developed communication and interpersonal skills; and
  - experience with Microsoft Office Suite, Adobe Acrobat, and Westlaw/Lexis Nexis a plus.
- Sanford Heisler Sharp, LLP is strongly committed to EEO principles and values a diverse workplace.

Our legal assistants have gone on to attend law schools such as Harvard, Stanford and Yale; complete

PhD programs in the humanities; join consulting and financial firms; and continue their social justice work

in the education and non-profit sectors.

Application Procedure:

Applications must include a cover letter, a resume, transcript, and two writing samples of no more than 5

pages. All documents should be sent in .doc or .pdf format.

**Duration:** Permanent

**Job Functions:** Legal

**Employer Description:** Sanford Heisler Sharp, LLP is a national public interest law firm that specializes in litigating class action employment discrimination cases, qui tam and whistleblower matters, wage and hour actions, financial services and ERISA claims, consumer fraud, and prison and housing discrimination matters. The Firm has offices in Washington, D.C., New York City, San Francisco, San Diego, and Nashville. David Sanford and Jeremy Heisler founded the Firm in 2004 with the intent of litigating social justice cases that add significant value to society and improve the well-being of our communities. Since opening its doors, the Firm has successfully prosecuted thousands of cases and recovered more than one billion dollars for individual clients, states, and the United States government.

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**Allowed School Years:** Senior

**Allowed Majors:** All majors allowed

**Work Authorization Requirements:** US work authorization is required, but the employer is willing to sponsor candidates