



Employer Name: Skadden, Arps, Slate, Meagher & Flom LLP

Position Title: Legal Practice Assistant

Location - City, State: Washington, DC

Industry: Legal & Law Enforcement

Job Description:

The Legal Practice Assistant is the entry-level position within the Department and involves significant contact with attorneys, members of the department, and other professional staff. Provides diversified clerical, administrative, and case/deal support.

- Organizes and manages electronic and paper files.
- Ensures that all files are maintained with department-approved protocols and case management systems.
- Maintains the integrity of client files.
- Assists with the preparation and court filing of pleadings and other court papers, as needed.
- Assists with retrieval of rules, regulations, and company profiles, as needed.
- Assists with document productions, transactions, and/or closings.
- Assists with preparation for interviews, depositions, hearings, trials, and/or client meetings.
- Performs non-legal research using various research tools, including the Internet, Westlaw, LexisNexis, PACER, and other court-related websites for case law, statutes, articles, books, etc.
- Updates attorney and case and/or deal team binders.
- Page-checks documents.
- Assists legal assistants and attorneys across practice areas.
- Performs frequent physical exertion including: sitting, repetitive use of both hands, lifting and carrying up to 10 pounds.
- Performs other related duties as assigned.

Qualifications:

- Knowledge of or ability to learn Firm operations, policies, and procedures.
- Strong computer skills, including proficiency with MS Word and Excel.
- Ability to navigate various electronic databases and document repositories.
- Strong research skills and proficiency in using various research tools.
- Excellent analytical and troubleshooting skills.
- Ability to communicate effectively.
- Strong interpersonal skills and ability to apply judgment and discretion.
- Ability to deal courteously and effectively with others.
- Ability to work independently or in a team setting.
- Ability to assume progressive responsibilities within assigned work as experience is gained in the position.
- Ability to handle confidential and sensitive matters.
- Ability to handle multiple assignments and shifting priorities.
- Ability to work well under pressure.
- Detail oriented.
- Ability to travel and adjust hours to meet operating needs.



Experience/Education :

Bachelor's degree is required. Position availability for June 2018.

Skadden is an Equal Opportunity Employer. It adheres to an employment policy that prohibits discriminatory practices or harassment against applicants or employees based on any legally impermissible factor including, but not necessarily limited to, race, color, religion, creed, sex, national origin, ancestry, age, alienage or citizenship status, marital or familial status, domestic partnership status, caregiver status, sexual orientation, gender, gender identity or expression, change of sex or transgender status, genetic information, medical condition, pregnancy, childbirth or related medical conditions, physical or mental disability (where the applicant or employee is qualified to perform the essential functions of the job with or without reasonable accommodation), any protected military or veteran status, or status as a victim of domestic or dating violence, sexual assault or offense, or stalking.

Skadden EEO and Affirmative Action Policy Applicants Have Rights Under Federal Employment Law

Duration: Permanent

Job Functions: Administration, Legal

Employer Description: With 22 offices, approximately 1,700 attorneys and more than 50 distinct areas of practice, Skadden, Arps, Slate, Meagher & Flom LLP and affiliates serves clients in every major international financial center, providing the specific legal advice companies across a spectrum of industries need to compete most effectively in a global business environment. Our clients include approximately 50 percent of the Fortune 250 industrial and service corporations, as well as financial and governmental entities, small, entrepreneurial companies and nonprofits. Skadden's attorneys and staff share a commitment to providing our clients with the highest-quality and most cost-effective legal services in an atmosphere emphasizing teamwork, creativity, responsiveness and diversity. Skadden is an Equal Opportunity Employer. It adheres to an employment policy that prohibits discriminatory practices or harassment against applicants or employees based on any legally impermissible factor including, but not necessarily limited to, race, color, religion, creed, sex, national origin, ancestry, age, alienage or citizenship status, marital or familial status, partnership status, caregiver status, sexual orientation, gender, gender identity or expression, change of sex or transgender status, genetic information, medical condition, pregnancy, childbirth or related medical conditions, physical or mental disability (where the applicant or employee is qualified to perform the essential functions of the job with or without reasonable accommodation), any protected military or veteran status, or status as a victim of domestic or dating violence, sexual assault or offense, or stalking.

Employer Locations: Washington, DC

Allowed School Years: Senior

Allowed Majors: All majors allowed

Work Authorization Requirements: US work authorization is required