



Employer Name: Sullivan & Cromwell LLP
Position Title: Legal Assistant – Commerce Real Estate
Location - City, State: New York City, New York
Industry: Legal & Law Enforcement

Job Description:

Summary:

Real Estate Legal Assistants work very closely with each other and the Firm's lawyers, outside counsel and clients.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications:

- Knowledge of legal/paralegal environments.
- Strong verbal and written communication skills.
- Good organizational skills; detail-oriented.
- Good interpersonal skills.
- Able to work under pressure.
- High degree of initiative and self-motivation.

Education and/or Experience:

- Bachelor's degree required.
- Prior legal experience is beneficial but not required.

Essential Duties and Responsibilities include the following; other duties may be assigned.

Real Estate tasks:

- Preparing signature books, supervising client signatures, notarizing documents.
- Preparing for and attending meetings and closings.
- Prepare deeds, assignments, affidavits and tax forms.
- Reviewing and abstracting SNDA provisions in leases.
- Organizing, proofreading and reviewing documents.

General Corporate tasks:

- Forming corporate entities (i.e., limited liability companies, limited partnerships and corporations).
- Qualifying corporate entities to do business.
- Drafting corporate resolutions and UCCs.
- Interfacing with corporate service providers such as CSC and CT Corporation to obtain corporate proofs.

In addition, responsibilities related to maintaining firm and client information are to be adhered



to by all employees. This includes complying with the firm's information security policies, protecting firm assets from unauthorized access, disclosure, modification, destruction or interference, and reporting security events or potential events or other security risks to management.

Duration: Permanent

Job Functions: Administration, Legal

Employer Description: Sullivan & Cromwell LLP provides the highest quality legal advice and representation to clients around the world. The results we achieve have set us apart for over 125 years and become a model for the modern practice of law. Today, S&C is a leader in each of its core practice areas and in each of its geographic markets.

Employer Locations: New York, New York

Allowed School Years: Senior

Allowed Majors: All majors allowed

Work Authorization Requirements: US work authorization is required