



**Employer Name:** Sullivan & Cromwell LLP

**Position Title:** Legal Assistant – General Practice

**Location - City, State:** New York City, New York

**Industry:** Legal & Law Enforcement

**Job Description:**

Summary:

General Practice Legal Assistants work very closely with each other and the Firm's lawyers, outside counsel and clients, depending on the needs of each particular transaction. Within the General Practice group, legal assistants are assigned work in the following practice specialty areas: Audit Letters, Commodities Futures and Derivatives, Corporate & Finance, Financial Institutions, IP & Technology, Insurance, Investment Management, Mergers & Acquisitions, Project Finance, Real Estate and Restructuring & Bankruptcy.

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.

- Project management of securities and corporate finance transactions
- Completing precedent searches involving a variety of databases
- Obtaining and organizing due diligence materials from internet sites
- Notarizing documents
- Participating at pre-closings and closings
- Filing/distributing closing documents
- Proofreading a variety of documents, including offering documents, translations, mark-ups and drafting
- UCC searches
- SEC filing

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