



Employer Name: Cravath, Swaine, & Moore, LLP

Position Title: Litigation Legal Assistants

Location: 825 8th Ave, Manhattan, New York City, New York 10019, United States

Industry: Legal and Law Enforcement

Employer Description

Cravath, Swaine & Moore LLP is one of the preeminent law firms in the world, with a long-established reputation for superior legal work. The Cravath firm, founded in 1819, maintains offices in New York and London. Cravath emphasizes the quality of its legal services. We are not, and will never try to be, the largest law firm measured by number of lawyers. Our goal is to be the firm of choice for clients with the most demanding transactions and cases. Cravath stands apart in its record of success for clients. The outstanding quality of our work and our success in achieving our clients' goals are the keys to the value that Cravath has provided to clients for over 190 years.

Job Description

Litigation Legal Assistants work in a team environment assisting litigation attorneys in all phases of the litigation lifecycle, ranging from pre-complaint investigation through trial and appeal.

These positions are located in our New York office and the schedule is Monday through Friday, 9:30 a.m. to 5:30 p.m. We offer a competitive salary and excellent benefits including medical, dental, vision care, 401(k), and health club privileges.

Responsibilities

Litigation Legal Assistants actively participate in document collection and production, deposition preparation, hearings and trials. They organize and maintain case files using a variety of automated procedures, employ databases for searches and document retrieval and conduct cite checks and case pulls using Lexis and/or Westlaw databases.

Qualifications

The ideal candidate will know how to meet the Firm's standards of excellence in supporting our attorney teams and will play an active role in helping the Firm to provide legal services of the highest caliber to our clients. Candidates must have a Bachelor's degree with high academic standing. We are looking for highly motivated self-starters who are comfortable interacting in a professional environment. Excellent communication skills are key. Candidates must have the ability to work well under pressure and coordinate several activities at once. They must also have the ability to show initiative to problem-solve and a capacity to meet strict deadlines. Must have strong research skills and be computer and internet proficient. There is a considerable amount of overtime required in this job and you must be available as needed. Candidates must be willing to make a two year commitment.

Duration: Permanent

Job Functions: Legal

Allowed School Years: Senior

Allowed Majors: All majors allowed

Work Authorization Requirements: US work authorization is required