



Employer Name: Paul, Weiss, Rifkind, Wharton & Garrison LLP

Position Title: Litigation Paralegal

Location: 2001 K Street Northwest, Washington, District of Columbia 20006, United States

Industry: Legal

Job Description

Gain valuable and real-world legal experience by working alongside attorneys during all phases of the litigation process, from the initiation of a case to the discovery period through trial and post-trial findings and appeals.

Responsibilities

- Organize documents and coordinate document productions.
- Conduct the bates-stamping, redaction, duplication and indexing of documents.
- Set up and maintain files which are organized chronologically, numerically and/or by subject matter.
- Work with Practice Support on electronic productions.
- Under the guidance of an attorney, categorize documents by subject matter, prepare a chronology of facts and create production charts.
- Conduct various document searches and factual research. Create and maintain internal case databases, run searches on internal and external document databases and systems, cull relevant information from a variety of resources such as newspapers, magazines, libraries, case documents and trade associations.
- Prepare witness and matter materials for case preparation. Organize interview memos, digests and other relevant documents for attorney review and case preparation.
- Prepare for and attend depositions. Under attorney supervision, gather and prepare documents relevant to the deponent, organize exhibits, take notes and handle exhibits during the deposition, and digest transcripts to summarize highlights of a proceeding.
- Motion practice. Pull relevant documents, proofread papers, organize exhibits and create document indices in the preparation of motion filing.
- Court filings. Work with attorneys and the Managing Attorney's Office in the preparation and filing of all court documents. Create, bind and distribute both file and courtesy copies. Organize the briefs, exhibits and appendices.
- Act as liaison among various internal departments as well as with outside agencies. Oversee the progress of documents through litigation support departments, order transcripts from reporting services, and fulfill requests from outside counsel and others.
- Prepare for and attend trials. Organize exhibits, files and all other supporting documents, coordinate trial set-up and logistics, assist attorneys in the courtroom by taking notes, handling exhibits, and marking documents referred to by counsel, assist in the preparation of witness testimony and serve as liaison between trial attorneys and in-house staff.

Qualifications

To apply for a position as a Paul, Weiss paralegal, please verify that you meet the following qualifications:

- Four-year college degree
- Minimum 3.3 cumulative GPA upon graduation
- Ability to work well in a team-oriented environment
- Demonstrate leadership skills and a detail-oriented mindset
- Interest in the legal field as demonstrated through undergraduate coursework, extracurricular activities, or jobs and internships

****Please Note:**

- To apply, you will need to submit a cover letter, resume and unofficial transcript to the Handshake job portal as well as through the Paul, Weiss website. All applicants are required to submit all three documents to both places in order to be considered for the position.

1. Please follow the instructions from the Selective Liberal Arts Consortium to apply through the Handshake portal.

2. For submission through the Paul, Weiss website, please use the following link:

<https://paulweiss-ats.silkroad.com/e postings/index.cfm?fuseaction=app.agencylogin>

And use the below credentials to access our Agency Login portal:

User Name: pararecruitment

Password: PW2018

- Once you have logged in, please select the Paralegal Position that is associated with your consortium. Then scroll down to the “New Resume/CV” box and click again. The system will prompt you to input your contact information and upload your resume in text format as well as a Word or PDF attachment. Please be prepared to upload your resume, cover letter and transcript as one combined PDF or Word document at this time.

- Shortly after you have completed uploading your documents, you will receive an email from the system to complete the “EEO Request” data form. Please complete this information in a timely manner. This information is solely used for reporting purposes.

Duration: Permanent

Job Functions: Administration, Legal

Employer Description

Paul, Weiss, Rifkind, Wharton & Garrison LLP is a firm of more than 900 lawyers, with diverse backgrounds, ideas and interests, who collaborate with clients to help them conquer their most critical legal challenges and business goals. Our clients include many of the largest publicly and privately held corporations and financial institutions in the United States and throughout the world. We continue to serve as counsel to numerous start-up companies and investment funds, and over the years have nurtured many through their growth into industry players. While Paul, Weiss is widely recognized as having leading litigation and corporate capabilities, the firm has developed equally strong practices in the areas of bankruptcy and corporate reorganization, employee benefits and executive compensation, intellectual property, personal representation, real estate and tax law.

As a firm we have long maintained an unwavering dedication to representing those in need, and our pro bono efforts continue to benefit individuals and society as a whole in profound ways. We have long been a leader in promoting diversity within our firm and the legal profession, and have been acknowledged by distinguished organizations for our efforts.

Employer Locations: 2001 K Street Northwest, Washington, District of Columbia 20006, United States

Allowed School Years: Senior

Allowed Majors: All majors allowed

Work Authorization Requirements: US work authorization is required