



Employer Name: Sanford Heisler Sharp, LLP

Position Title: Legal Assistant

Location: New York City, San Francisco, Washington DC, Nashville, Baltimore

Industry: Legal and Law Enforcement

Job Description

Assist with a variety of our matters in a hands-on, substantive manner. Work closely with attorneys and other legal assistants in all aspects of litigation, including legal research, factual investigations, drafting and revising of key legal documents, including memoranda, motions, affidavits, briefs, and correspondence; perform client intake interviews; manage case files; and prepare for and attend depositions, mediations, and court proceedings.

Qualifications

Applicants should have:

- a commitment to civil rights and an interest in litigation;
- extremely strong organizational skills, including the ability to juggle multiple pressing tasks;
- excellent writing, proofreading, and editing skills;
- research and analytical capabilities, including meticulous attention to detail;
- strong academic credentials;
- initiative and energy to see projects to completion;
- ability to work effectively in a team environment and to take direction from a range of individuals;
- well-developed communication and interpersonal skills; and
- experience with Microsoft Office Suite, Adobe Acrobat, and Westlaw/LexisNexis (a plus).

Applications must include a cover letter, a resume, transcript, and two writing samples of no more than 5 pages. All documents should be sent in Word or PDF.

Duration: Permanent

Job Functions: Legal

Employer Description

Sanford Heisler Sharp, LLP is a boutique civil rights, class action and public interest litigation law firm with offices in New York, Washington, D.C., San Francisco, San Diego, Nashville and Baltimore. The team is a tightly-knit community of lawyers and legal assistants, all committed to using the law to help craft and enforce a more just society. Since our founding in 2004, we have represented employees, whistleblowers, consumers and other plaintiffs fighting back against workplace discrimination, labor and wage violations, predatory lending, consumer fraud, and other unlawful practices. As private attorneys general, we work to bring systemic change to corporate America while helping our clients vindicate their rights.

We have represented thousands of individuals in some of the most significant class action cases before the courts, securing landmark victories through trial and settlements. Many of our cases in state and federal courts throughout the country raise novel legal issues, which we pursue through trial and appeal where necessary in order to move the law itself closer to justice. For more information, please visit our website <http://www.sanfordheisler.com/>.

Employer Locations: New York City, San Francisco, Washington DC, Nashville, Baltimore

Allowed School Years: Senior

Allowed Majors: All majors allowed

Work Authorization Requirements: US work authorization is required, but the employer is willing to sponsor candidates