



Employer Name: Shearman & Sterling LLP

Position Title: Legal Assistant Program

Location: 599 Lexington Avenue, New York, NY 10022, USA

Industry: Legal

Job Description

Legal assistants are essential to the overall quality of services the firm provides its clients. Like the attorneys, legal assistants are assigned to specific practice groups so that they can develop expertise in an area and closer working relationships with their colleagues. Legal assistants, under the supervision of an attorney, are encouraged to assume significant responsibilities while they work on specific matters.

Responsibilities

Legal assistants in the corporate groups, among other things, assist attorneys in preparing various types of documents including corporate by-laws and minutes, regulatory agency filings, finance documents and memoranda; coordinating client meetings; performing factual research using the library and/or electronic resources; and filing documents with various regulatory agencies. The litigation legal assistants work with attorneys in investigating the facts of a case by reviewing client files, both in the United States and abroad, or requests from government investigatory agencies. In addition, they digest and analyze transcripts of testimony and prepare exhibits and witnesses for depositions and trials. Competitive pay. 2-year commitment required.

Qualifications

To be successful, candidates must have a B.A. or B.S. degree with a minimum GPA of 3.3, demonstrating a strong academic background, and must have proven leadership abilities through extracurricular activities or work experience. Candidates need to be detail-oriented and have excellent organizational skills, as well as strong written and oral communication skills. Proficiency in a foreign language is a plus. All applicants must be legally authorized to work in the U.S. without employer visa sponsorship. For more information, please visit our website at www.shearman.com and click on "careers".

Geographic Information

Regions: East Coast, West Coast

Locations: New York, Washington, D.C., Bay Area

Resume Submission

Please submit cover letter along with resume.

For more information please visit our website at www.shearman.com

Duration: Permanent

Job Functions: Legal

Employer Description:

Shearman & Sterling remains at the forefront of the legal profession since its founding in 1873. The firm's early clients, which included railroads, industrial companies, and financial institutions, helped shape today's global businesses. Anticipating the forces that affect business and responding to our clients' needs has been one of our greatest strengths. Our extensive international platform enables us to represent clients from offices in the world's key financial centers. Today, we advise leading corporations, financial

institutions, governments, and state-owned enterprises on the legal matters they face around the globe. The firm's pioneering spirit has created a diverse foundation and legal practice of unsurpassed global reach which today serves as fertile ground for the training and career development of legal assistants.

We provide our clients with insightful legal advice across a spectrum of practice areas in all major regions of the world, resulting in groundbreaking transactions and landmark decisions. Our experience continues to grow based on the needs of our clients, many of which are market leaders and innovators.

Employer Locations: ABU DHABI | BEIJING | BRUSSELS | DUBAI | FRANKFURT | HONG KONG | LONDON | MENLO PARK | MILAN | NEW YORK | PARIS | ROME | SAN FRANCISCO | SÃO PAULO | SAUDI ARABIA* | SHANGHAI | SINGAPORE | TOKYO | TORONTO | WASHINGTON, DC

Allowed School Years: Senior

Allowed Majors: All majors allowed

Work Authorization Requirements: US work authorization is required