

Employer Name: Cravath, Swaine & Moore LLP
Position Title: Litigation Legal Assistant
Location: New York City, New York, United States of America
Industry: Legal & Law Enforcement



Job Description:

The Selective Liberal Arts Consortium will hold its NY Recruiting Day in New York on Friday, January 3, 2020. Please be aware that travel is required to participate in this event, and interviews will take place on that date and at that location only. You will be notified by November 22nd if you have been selected to interview.

Please ensure that you have completed the work authorization status in your Handshake student profile as that will help you determine how closely you meet the employer's job/internship preferences.

Overview:

The Litigation Legal Assistant at Cravath, Swaine & Moore LLP works in a team environment assisting litigation attorneys in all phases of the litigation lifecycle, ranging from pre-complaint investigation through trial and appeal.

Responsibilities:

- Consistently meeting the Firm's standards of excellence in supporting our attorney teams ;
- Playing an active role in helping the Firm to provide legal services of the highest caliber to our clients;
- Actively participating in document collection and production, deposition preparation, hearings and trials;
- Organizing and maintaining case files using a variety of automated procedures;
- Employing databases for searches and document retrieval; and
- Conducting cite checks and case pulls using Lexis and/or Westlaw databases.

Qualifications:

- Bachelor's degree with high academic standing;
- Excellent communication skills;
- The ability to work well under pressure and coordinate several activities at once;
- The initiative to problem-solve;
- The capacity to meet strict deadlines;
- Strong research skills;
- Proficiency using computer software and the internet;
- The flexibility to work a considerable amount of overtime and be available as needed; and
- The willingness to make a two year commitment.

This position is located in our New York office and the start date will be June 2020. We offer a competitive salary and excellent benefits including medical, dental, vision care, 401(k) and substantial health club discounts.

Contact: Kaley Brock (212)474-3081

Duration: Permanent

Job Function: Legal

Employer Description:

Cravath has been known as one of the premier U.S. law firms for two centuries. Each of our practice areas is highly regarded, and our lawyers are recognized around the world for their commitment to the representation of our clients' interests. Our primary areas of practice include: corporate, litigation, tax, executive compensation and benefits and trusts and estates.

Allowed School Years: Senior

Allowed Major(s): All majors allowed

Work Authorization: US work authorization is required