

Employer Name: Milbank LLP
Position Title: 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 employers job/internship preferences.

Reporting to the Legal Assistant Manager, this position provides legal assistant support to the attorneys in a particular practice area.

- Manage and organize case files and document productions (includes document coding in databases).
- Conduct and compile research, maintain/update working group lists and organize due diligence documents.
- Deposition and trial preparation.
- Draft letters to clients and other counsel.
- Prepare Uniform Commercial Code (UCC) filings, order Lien searches and stay abreast of regulations relating to Article 9 of the UCC.
- Assist with the creation of corporations and limited liability companies, including preparation of formation documents, ordering searches and overseeing all filing requirements and maintenance obligations.
- Validate and process vendor invoices in a timely manner.
- Prepare responses to auditor requests.
- Coordinate filing and service of motions.
- Obtain pleadings from court dockets and monitor dockets.
- Assemble and distribute documents for hearings and client meetings.
- Maintain and update case contact information.
- File court documents electronically.
- Cite-check and bluebook briefs.
- Notarize documents, assist with notary authentication and apostilling/consularization of documents.
- Review and proofread legal documents (grammar/punctuation, definition/cross reference checks and book reads).
- Assist with closings, draft and review closing checklists and prepare closing binders in electronic and paper format for distribution.
- Load and organize closing sets and deal documents in relevant databases.
- Draft form documents/correspondence for deal participants.
- Other responsibilities as they may be assigned from time-to-time.

Qualifications/Skills

- Strong client service and demonstrated written and oral communication skills.
- Ability to handle and complete multiple projects simultaneously with minimal supervision.
- Strong organizational skills and an ability to prioritize.
- Ability to meet deadlines and work well under pressure.
- Strong attention-to-detail, spelling and grammar skills.
- Ability to think critically and analytically, and exhibit sound judgment.

- Effective and proactive team player.
- Flexible and available to work overtime as needed (includes evening and weekend).
- Strong computer skills and proficiency in Microsoft Office (Word, Excel and PowerPoint) and Adobe Acrobat.
- Become a notary public within the first 6 months of employment.
- Available to report to work on regularly scheduled days and at the scheduled hour.

Education and Experience

- A 4-year college degree required by the time employment commences.

This job description sets forth the authorities and responsibilities of this position and may be changed from time to time as shall be determined. The position will commence Summer 2020.

Contact:

Elizabeth Abrego; Recruiting Supervisor; (212)530-5325

Jeffrey Noboa; HR Assistant; (212)530-8651

Duration: Permanent

Job Function: Legal

Employer Description:

A leading international law firm, Milbank has helped shape the legal landscape since its founding in New York City in 1866. Influential industrialists, financiers and entrepreneurs turned to us for the strategies that empowered the economic development of the US and the world. They still do.

Allowed School Years: Senior, Alumni, Graduating before June 2020

Allowed Major(s): All Sociology, Digital Communication, Urban Planning, Law, Cultural & Ethnic Studies, Family & Consumer Science, Psychology, Religious Studies/Divinity/Theology, Creative Writing, Linguistics, Documentary/Film, Public Relations, Forensics, Criminal Justice/Criminology, Public Policy, Gender Studies, Classical Studies, Radio, Television, Media, Journalism, History, Social Work/Human Services, Communication & Media Studies, Philosophy/Ethics, Comparative Literature, Political Science & Government, Human & Child Development, International Studies/Comparative Politics, Counseling, Anthropology, English, Foreign Languages & Literature, Cognition & Neuroscience/Biopsychology, Advertising, and Public Administration majors

Work Authorization: US work authorization is required