

Employer Name: Sanford Heisler Sharp, LLP
Position Title: Legal Assistant
Location: Washington, District of Columbia, USA
Industry: Legal & 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:

To be eligible, an applicant must have a Bachelor's degree, be willing to make a two-year commitment, and be available to begin working in Summer 2020.

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).

Sanford Heisler Sharp, LLP is strongly committed to EEO principles and values a diverse workplace.

Our legal assistants have gone on to attend law schools such as Harvard, Stanford, and Yale; complete PhD programs in the humanities; join consulting and financial firms; and continue their social justice work in the education and non-profit sectors.

Salary: The first-year salary for this position is \$45,000 and the second-year salary is \$47,500. Legal Assistants are eligible for overtime.

Application Procedure:

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. Please specify which location(s) you are applying for and the earliest date you are available to start.

Reasonable Accommodations:

Sanford Heisler Sharp welcomes applications from individuals with disabilities. If you require reasonable accommodations during any part of the hiring process, please send your request to us by email at careers@sanfordheisler.com or by mail at the following address:

ATTN: Anita Youngkin, Senior Human Resources Director
Sanford Heisler Sharp, LLP

700 Pennsylvania Ave SE, Suite 300
Washington, DC 20003

Contact: Katherine MacCary/ Anita Youngkin

Duration: Permanent

Job Function: Legal

Employer Description:

Sanford Heisler Sharp, LLP is a boutique class-action litigation law firm with offices in New York, Washington, D.C., San Francisco, San Diego, Baltimore, and Nashville. 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. We specialize in civil rights and general public interest cases, representing plaintiffs with employment discrimination, labor and wage violations, predatory lending, whistleblower, consumer fraud, and many other claims.

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. In addition, we have a number of cases currently before the district and federal appellate courts that raise novel issues of law. For more information, visit our website: www.sanfordheisler.com.

Allowed School Years: All school years and graduation dates allowed

Allowed Major(s): All majors allowed

Work Authorization: US work authorization is required/ Eligibility for international students (non-US citizens or permanent residents)