

**Employer Name:** Shearman & Sterling LLP  
**Position Title:** Legal Assistant  
**Location:** San Francisco, California, 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.

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. 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.

Other office locations are: San Francisco, CA and Washington, DC

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](http://www.shearman.com) and click on "careers".

**Contact:** Darriel Flowers (212)848-7046

**Duration:** Permanent

**Job Function:** Legal

**Employer Description:**

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.

**Allowed School Years:** Senior, Graduating May 2020 - May 2020

**Allowed Major(s):** All majors allowed

**Work Authorization:** US work authorization is required