

CAREERS



JOB TITLE:
Legal Assistant

FLSA:
Non-Exempt

DEPARTMENT:
Securities and Consumer Fraud

REPORTS TO:
Member Attorneys & team

SUMMARY:

Motley Rice attorneys have been at the forefront of some of the most significant and monumental civil actions. Our experience in complex trial litigation includes class actions and individual cases involving securities and consumer fraud, whistleblower claims, occupational disease and toxic tort, medical drugs and devices, environmental damage, terrorist attacks and human rights abuses, among others.

The position is based out of the New York office where attorneys in the Securities and Consumer Fraud Practice Group are based, in part. This position uniquely offers a qualified candidate the opportunity to work in a small, collegial office environment at a very large firm. We value professionalism, respect, and a collaborative attitude.

Responsibilities would include:

- (1) Managing daily office operations, ensuring efficient workflow and organization across legal and administrative functions;
- (2) Being the primary liaison with building management, security, and vendors;
- (3) Coordinating scheduling for attorneys in the NYC Office and those attorneys in other Motley Rice offices seeking to use the NYC office for meetings and depositions;
- (4) Assisting with attorney calendar maintenance, travel arrangements, time tracking, and expense reporting and reimbursement;
- (5) Maintaining, with the assistance of our IT and other teams, office systems, teleconferencing, files, and records with strong attention to detail and confidentiality;
- (6) Assisting attorneys with mail, printing, binder assembly, and similar clerical tasks;
- (7) Assisting attorneys with other business development, case analysis, and office related responsibilities, as needed.
- (8) Perform special projects as assigned; and
- (9) Oversee the daily aspects of the office, including stocking and organizing office supplies and hosting meetings and gatherings in the office.

In addition, paralegal experience is highly valued, but not required. Experience including:

- (1) performing legal research using Westlaw and LexisNexis;
- (2) performing other research using approved internet and artificial intelligence tools;

- (3) drafting letters and documents, including routine court filings;
- (4) editing and cite-checking complaints, briefs and other filings;
- (5) preparing tables of contents and authorities;
- (6) assisting with case management;
- (7) preparing and filing papers in federal and state courts.

MINIMUM REQUIREMENTS:

- Bachelor's degree from a four year college/university
- Prior law firm experience
- Strong organizational skills, attention to detail. and the ability to multi-task in a fast-paced environment;
- Excellent verbal and written communication skills;
- Capacity to work in a small team setting and perform tasks/projects independently;
- Ability to work well under pressure and meet strict deadlines;
- A passion for excellence in your job
- Proficiency in Word, Excel, PowerPoint, PDFs, Outlook, as well as the ability to generate Tables of Contents and Authority in Word
- Prior experience with Westlaw, Lexis/Nexis, and PACER is a plus, but not required;
- Prior experience with Everlaw, Relativity, Brainspace, and other eDiscovery software is a plus, but not required; and
- Flexibility, a positive attitude, and a strong desire to take on responsibility and grow as a valuable member of the team.

Compensation Range: \$33.34–35.90/hr., depending on experience, skills and qualifications

WORKING HOURS:

Work may require more than 40 hours per week to perform the duties of the position.

WORKING CONDITIONS:

Overtime is possible and may be expected in order to perform the essential functions of the position. Work is performed in a normal heated and/or air-conditioned office environment.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.

This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract. Motley Rice LLC is an Equal Opportunity Employer. No applicant will be limited or excluded from consideration for employment on any basis prohibited by local, state or federal law. We participate in e-verify.