

# Staff Attorney Job Description

**Reports to:** Partner

**FLSA Status:** Exempt

Staff Attorneys at Labaton Keller Sucharow LLP are exempt, hourly attorneys employed to exercise their legal judgment to handle various duties in connection with the discovery phase of litigation (e.g., document review and depositions) as well as to perform tasks relating to legal research and analysis, memo and brief drafting, settlement, and trial/mediation preparation.

## **Job Duties: Primary duties consist of, but are not limited to the following:**

- ✘ Initial review of documents for key litigation issues;
- ✘ Secondary level review of documents;
- ✘ Privilege review to determine applicability of privilege(s) and preparation of privilege logs;
- ✘ Quality control;
- ✘ Factual research;
- ✘ Expert witness deposition preparation;
- ✘ Drafting document requests, interrogatories, requests to admit, deposition notices;
- ✘ Deposition preparation and attendance/analysis of deposition transcripts for relevant testimony;
- ✘ Trial preparation and attendance;
- ✘ Mediation preparation;
- ✘ Settlement related activity;
- ✘ Presentations at team meetings;
- ✘ Draft complaints and answers;
- ✘ Draft briefs including (a) in opposition to motions to dismiss, (b) in support of motion for expedited discovery, (c) in support of temporary or permanent injunctions, and conduct related legal research;
- ✘ Research additional legal issues;
- ✘ Other Tasks as assigned by the Managing Attorney;

## **Qualifications:**

- ✦ Must be admitted to a state bar and must be in good standing;
- ✦ Must have at least 6 months of experience in related substantive litigation matters.
- ✦ Compensation starts at \$35.00/hour.

Please submit your resume and cover letter to [careers@labaton.com](mailto:careers@labaton.com).