

# EMERY CELLI BRINCKERHOFF ABADY WARD & MAAZEL LLP

ATTORNEYS AT LAW  
ONE ROCKEFELLER PLAZA  
8<sup>TH</sup> FLOOR  
NEW YORK, NEW YORK 10020

TEL: (212) 763-5000  
FAX: (212) 763-5001  
[www.ecbawm.com](http://www.ecbawm.com)

## Legal Assistant

### SUMMARY:

Emery Celli Brinckerhoff Abady Ward & Maazel LLP ([www.ecbawm.com](http://www.ecbawm.com)) is seeking to hire a Legal Assistant immediately. Currently thirty-two lawyers, the firm is a litigation boutique with a diverse mix of cases in both civil rights and complex commercial litigation. Our civil rights practice focuses on police misconduct, First Amendment rights, election law, employment and housing discrimination, prisoners' rights, education law, and class action litigation. The firm's commercial litigation practice serves a broad range of clients, from publicly traded corporations to individuals to small businesses.

The successful candidate will interact with teams of attorneys and paralegals in managing complex litigation support efforts. The candidate must be able to work in a fast-paced environment and handle multiple tasks for 6-7 attorneys. The candidate must also be willing and able to work overtime as needed. **This position requires a commitment to be in the firm's Rockefeller Center office on all business days.**

The salary for this position is expected to be between \$75,000 and \$85,000 per year, not including overtime. The successful candidate will be eligible to receive an annual discretionary bonus and to take part in the firm's generous benefits program, which includes comprehensive health insurance at no cost to the employee, options for dental and vision insurance, 401(k) profit sharing, and a monthly MetroCard.

### PRIMARY DUTIES:

Assist attorneys in all aspects, including but not limited to the following primary duties:

- Draft, proof, and edit a wide variety of forms, retainers, correspondence, and legal documents
- Arrange and format documents in the appropriate office format
- Manage and update attorney calendars and contacts in Microsoft Outlook
- Schedule and coordinate meetings with clients/co-counsel; make necessary reservations
- Serve as a point of contact for client communications and relations
- Copy, fax, scan, and file legal documents
- Record CLE credits and handle attorney registration/admission processes
- Arrange travel itineraries, book accommodations, reserve conference rooms, and organize virtual meetings
- Support attorneys with confidential personal matters
- Answer multi-line phone system and take messages

- Prepare exhibits and supporting materials for court appearances, depositions, conferences, and trial
- Handle court filings and service
- Format legal briefs and prepare tables of contents and tables of authorities
- Prepare, send, and follow up on medical records requests
- Organize and maintain physical and electronic case files

#### **REQUIREMENTS:**

- 2-3 years of legal assistant or executive assistant experience
- Solid interpersonal skills and a positive, can-do attitude
- Fast and accurate typing, with excellent spelling and transcription skills
- Proficiency in Microsoft Outlook, Word, Excel, and PowerPoint
- Strong attention to detail and stellar proofreading skills
- Experience creating a Table of Authorities (TOA) and Table of Contents (TOC)
- Ability to multitask and manage time effectively in a busy environment
- Professionalism and discretion with confidential and sensitive matters
- Comfortable lifting up to 25 lbs. and standing for extended periods when assembling materials
- Willingness to work overtime when needed

The firm is an equal opportunity employer and encourages people with diverse backgrounds and experiences to apply. Applicants should submit a cover letter, resume, and three references, with all three documents combined into a single PDF, using the following file name convention: **“FirstName LastName\_ECBAWM Legal Assistant Application.pdf”**.

Applications should be submitted as soon as possible to the attention of Geraldine Mejia at [gmejia@ecbawm.com](mailto:gmejia@ecbawm.com). No telephone calls, recruiters, or headhunters, please.

**The application deadline is May 16, 2025.**