

BCR

BERLINER CORCORAN & ROWE LLP

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Legal Assistant Position

Type

Full Time, Entry Level

Wage and Benefits

\$34,500.00 + \$1,000 after 90-day probationary period, plus health insurance, coverage of transportation (bus or metro, some restrictions apply), fitness center in the building, and 401k benefits after one year of employment

Start Date

July 8, 2019 (paid training starts July 8, 2019; official commencement of position on July 15, 2019)

Openings

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Location

Washington, D.C.

Hours

9:00 a.m. - 5:30 p.m., Monday-Friday

Company Description:

Berliner Corcoran & Rowe LLP is a boutique law firm serving local and international clients. Practice includes public/private international law, civil/criminal litigation, corporate and intellectual property law and export controls and sanctions.

Job Qualifications:

College degree. Strong organization, communication, and computer skills. Basic knowledge of bookkeeping and IT management. Knowledge of German a plus.

Job Description:

Serve as legal assistant for two litigation attorneys and a corporate/IT attorney, who also works in German. Duties include research, client communication, and preparation and filing of legal documents. Assist partner in charge of technology management, planning and support. Ideal for college graduate interested in legal career or taking a year(s) to prepare for law school. Overtime quite rare.

Please contact Maria Sullivan at mo@bcr-dc.com. Please no phone calls.