

ATTENTION FUTURE GRADUATES!

Are you thinking about going to law school?

Would you like to gain real legal experience in a highly acclaimed international law firm?

Then the Portland office of Perkins Coie LLP has the position you're looking for!

Perkins Coie LLP, Portland office is seeking a **Practice Group Support Intern** for our Business (Transactional) practice group. The Ideal candidate is someone who is interested in/committed to going to law school in the fall of 2018.

DUTIES: This entry level position will provide support to our transactional attorneys and paralegals in the creation, quality control, review and editing of legal documents. Specific duties include using a variety of software applications (Word, Excel, PowerPoint, Outlook, OneNote, and Adobe) to create, compare, format, convert and edit legal documents from various sources according to attorneys' specifications. Documents could include spreadsheets, charts, graphics, presentations, forms, PDF conversions/signature packets and closing sets.

This position will check legal documents to ensure accuracy and consistency while proofreading documents according to the Business Practice Group's proofreading checklist. This position will also conduct internet research to verify information in documents, including using public and/or proprietary firm or client internet sites, maintain online databases of corporate documents for use in business transactions and compile executed agreements into finalized, bound versions post-closing of a transaction.

REQUIRED SKILLS: Requires a bachelor's degree and a minimum of 1 year of experience in a law firm environment or equivalent. Chosen candidates are required to have proficiency with standard MS Office applications (Word, Excel, PowerPoint, Outlook, and OneNote) and Adobe Professional to create, compare, format, convert and edit legal documents from various sources according to attorneys' specifications. Successful candidates are also required to have proficiency with document formatting tools including Word Styles and Numbering and the ability to accurately type 75 wpm. Strong written and oral communication skills, the ability to express oneself effectively and excellent grammar, punctuation and spelling are required. This position also requires attention to detail with excellent proofreading and quality control skills, the ability to work effectively in teams and independently, with limited direction on complex tasks, the ability to effectively prioritize tasks and manage multiple, simultaneous deadlines, the ability to learn new skills quickly and the ability to organize and track legal documents. Ideal candidates will have a strong work ethic and strong problem-solving capabilities.

PREFERRED SKILLS: Ideal candidates are preferred to have familiarity with document management systems and a strong understanding of (and interest in) the legal industry; including legal terminology, the development of legal documents and legal processes. Preferred candidates will also have familiarity with U.S. Security and Exchange Commission's electronic data gathering, analysis and retrieval system (EDGAR), the State of Oregon's Department of Justice Website and Merrill Datasite.

Interview and relocation costs will not be reimbursed.

Qualified candidates will be required to take technical tests to determine if the firm's proficiency standards are met.

Required Work Schedule:

Monday through Thursday: 11:00 a.m. to 7:00 p.m.

Friday: 8:00 a.m. to 4:30 p.m.

Minimum Pay: \$20.00 / hour

Interested candidates should apply online on our Careers page at www.perkinscoie.com. View the job listings under the Professional Staff page. Please submit a cover letter, resume, and undergraduate transcripts to Attention: Rebecca Schermerhorn, Recruiting & HR Administrator