

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 Commercial Litigation 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 litigation 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, Adobe, and Outlook) to create, compare, format, convert, and edit legal documents from various sources according to attorneys' specifications. This position will file paper and electronic documents with appropriate courts and agencies and ensure proper procedures are followed and deadlines are met, check legal documents to ensure accuracy and consistency while proofreading documents according to litigation group standards, and conduct internet research to verify information in documents, including using public and/or proprietary firm or client Internet sites.

This position will maintain online databases of litigation forms and documents for use in litigation matters, perform miscellaneous clerical duties (printing, photocopying, scanning, or faxing) as well as other clerical duties, as assigned by attorneys, and ensure confidential materials are maintained securely. These essential functions are primary job duties that incumbents must be able to perform unassisted or with some reasonable accommodation.

REQUIRED SKILLS: Requires a bachelor's degree and a minimum of 1 year of experience in a law firm environment or equivalent. Chosen candidates will be are required to have proficiency with standard MS Office applications (Word, Excel, PowerPoint, Outlook) and Adobe Professional to create, compare, format, convert, and edit legal documents from various sources according to attorneys' specifications. Successful candidates will be also be 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, ability to effectively prioritize tasks and manage multiple,

simultaneous deadlines, and the ability to organize and track legal documents. The ideal candidate 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 court rules and procedures.

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