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## Staff Positions



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Spiegel & McDiarmid LLP views legal secretaries, paralegals, and support and administrative staff as an integral part of the firm's high-quality representation of and service to its clients. We value the contributions of our employees and maintain salaries and benefits that are competitive with other national law firms in Washington, DC.

Spiegel & McDiarmid is currently recruiting for: **Entry-Mid-Level Legal Assistant.**

### Job Description

Work closely with and provide general support to attorneys; attend and report on regulatory commission meetings; respond to research requests and maintain case document data bases. Assist in the preparation of briefs and pleadings, consisting largely of cite-checking/ proofreading. Identify and assemble documents relevant to case issues; participate in team discussions of case strategies; and assist in discovery and trial preparation.

### Qualifications

BA/BS degree with excellent academic credentials; strong analytical and writing skills; excellent communication and interpersonal skills; willingness to take responsibility for assigned tasks with minimal supervision; experience with Internet research a must; litigation experience in a law firm environment preferred. 0-3 years of experience, 2 year minimum commitment; must be flexible for overtime when needed.

**Qualified candidates should submit resume, cover letter and writing sample to:**

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