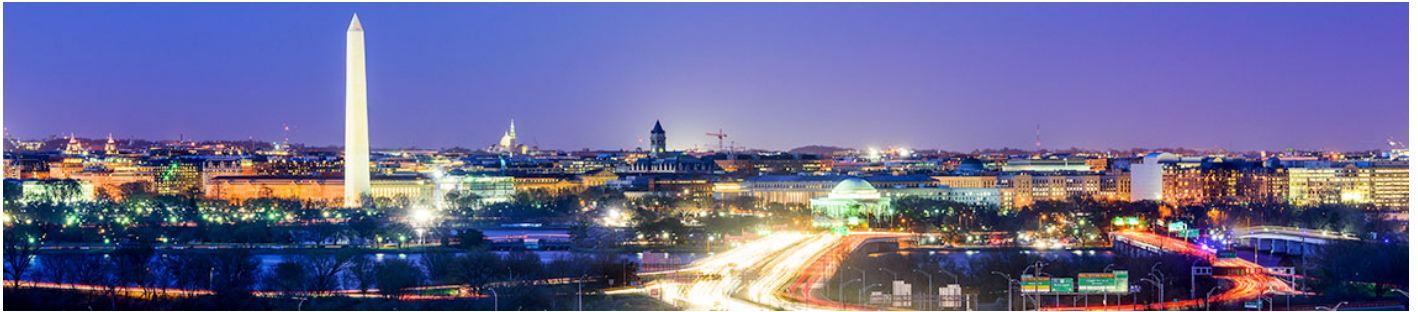


## Open Positions



### Administrative Legal Assistant

Spiegel & McDiarmid LLP seeks a full-time Administrative Legal Assistant with solid academic credentials and excellent skills in communications, proofreading, and research to join its legal assistant team.

We are a Washington, DC based law firm that specializes in representing public sector and public interest clients. Firm clients include states, municipalities, consumer advocates, government agencies, and labor unions. Our work involves issues affecting the nation's critical infrastructure industries, including in energy, and telecommunications. Most of our engagements involve litigation or potential litigation, and we often find ourselves in venues that range from state utility commission hearings to the United States Supreme Court (and every forum in between).

#### Responsibilities:

- Work closely with and provide general support to attorneys.
- Prepare, compile, and submit daily reports.
- Manage the preparation and submission of filings to multiple courts, commissions, and regulatory agencies.
- Assist in the preparation of pleadings by incorporating edits, formatting, and proofreading for accuracy and consistency.
- Create/organize case document databases and folders.
- Assist in discovery and trial preparation—preparing exhibits, maintaining case files in share drive, copying, printing, binding, and organizing materials needed for hearing.
- Draft letters and other written communications on behalf of attorneys.



- Manage the preparation of RFP submissions, including formatting, compiling content, and meeting deadlines.
- Assist attorneys maintaining accurate time entry records.
- Process, track, and follow up on expense reimbursement requests.
- Oversee attorney travel logistics and preparing detailed travel itineraries.
- Manage and regularly update membership databases, ensuring all information remains current and properly documented.
- Assist in booking lunch/dinner reservations for attorneys/clients.
- Assist in ordering/setting up for in office meetings.

Requirements:

- Detail-oriented with strong analytical, writing, and proofreading skills.
- Excellent communication and interpersonal skills.
- Law firm and litigation experience is a plus.
- Experience filing in appellate courts and with the Federal Energy Regulatory Commission (FERC) is a plus.
- Willingness to assist in other areas as needed (may include research projects, onsite hearing assistance, firm weekly lunches).
- 3+ years of experience.
- Must be available to work Monday-Friday in a collegial, teamwork environment and be flexible for overtime when needed. Fridays is a work remotely from home day.

Spiegel offers competitive compensation and an excellent benefits package, including with Metro-accessible offices in downtown DC. The salary range is \$55,000 to \$65,000 based on experience.

Interested applicants may apply by submitting a cover letter and resume to John Sadowski at the email address: [Recruiting@SpiegelMcD.com](mailto:Recruiting@SpiegelMcD.com). The firm is an EOE/M/F/V and an e-Verify participant.

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SPIEGEL &  
McDIARMID  
LLP