



## Our Firm

Conrad | Metlitzky | Kane is a fast-growing trial boutique founded by a trio of former Assistant United States Attorneys: Mark Conrad, Warren Metlitzky, and Miranda Kane. Our attorneys are trial lawyers who hail from top law schools and law firms. As our caseload grows, we are looking to hire team members who share our passions: trying cases; making sure our clients' stories are heard and understood; tackling diverse and cutting-edge litigation typically handled by larger firms; and working with dedicated, inquisitive colleagues.

## Litigation Secretary

Conrad | Metlitzky | Kane is looking for an experienced litigation secretary to support the firm's growing practice. Salaries for this position are extremely competitive. Applicants for the position of Litigation Secretary should have the following qualifications:

- 5 or more years of experience as a legal secretary supporting attorneys in federal and state court litigation practices
- Knowledge of federal and state court requirements and procedures for formatting and filing briefs, including at both the trial and appellate levels
- Expertise in electronic filing systems (ECF, PACER, TrueFiling, OneLegal, etc.) and fluency in office and litigation support software, including Adobe Acrobat Pro, Word, Outlook, PowerPoint, Excel, Westlaw, transcript management software, and electronic discovery databases
- Strong interpersonal and communication skills
- Outstanding references

Litigation Secretaries at our firm have the following responsibilities:

- Draft, proofread, and edit correspondence, pleadings, and discovery documents
- File documents in state and federal courts, including formatting documents according to applicable rules, preparing proofs of service, effecting service, and monitoring to ensure court and firm requirements and deadlines are met
- Maintain litigation docket and case calendars, including determining deadline dates for motions, responsive pleadings, trial-related deadlines, court appearances, and other important deadlines
- Maintain client files including document organization, maintaining case information sheets, preparing and updating document templates
- Schedule hearings and depositions including communicating with court clerks, attorneys, and litigation support vendors
- Coordinate travel arrangements for attorneys and paralegals including researching timetables and accommodations and securing reservations

## How to Apply

To inquire about joining our team, please send a cover letter describing your interest in our firm and a copy of your resume to [careers@conmetkane.com](mailto:careers@conmetkane.com).