



## **Job Description**

**Title**            **Litigation Practice Group Administrative Assistant**

**Status**         **Full-time; FLSA – Non-Exempt**  
**On-site position in White Plains with potential for occasional hybrid remote flexibility**

Leason Ellis is seeking a full-time (on-site) and detail-oriented junior level Legal Administrative Assistant to support its litigation practice group.

Leason Ellis is an established IP boutique law firm headquartered in White Plains, New York. We launched in 2008, and now house over 30 patent, trademark, and copyright attorneys under our roof. We are one of only four firms listed in the IAM Patent 1000 New York section recommended on each of the prosecution, litigation and transactions tables.

### **Duties and Responsibilities**

- Provide administrative support to group co-chairs, attorneys, and paralegals
- Perform conflict checks, prepare conflict waiver letters and engagement letters and open matters
- Prepare memos, letters and other documents with a high-level of accuracy and a keen eye for proofreading; communicate information expediently
- Maintain attorneys' calendars and contact lists as requested, which may include arranging all aspects of internal and external client meetings and conferences
- Coordinate business development/marketing efforts, including PowerPoint presentations, proposal development, and follow up with clients/prospects
- Coordinate business-related travel arrangements, including submitting business related expenses for reimbursement on behalf of the attorneys
- Review monthly bills for consistency, accuracy and spelling; check bills for consistency against special engagement terms (deferrals, rates, caps, etc.)
- Upload documents and correspondence, ensuring compliance with firm's procedures
- Proofread material for grammatical, typographical and spelling errors
- Coordinate CLE training classes
- Perform other administrative duties and responsibilities, as assigned



## Qualifications and Requirements

- Bachelor's degree preferred
- 2+ years of relevant experience
- Excellent analytical and interpersonal skills
- Excellent organizational skills with keen sense and system of following-up and following-through on pending items and issues
- Demonstrated ability to manage multiple tasks simultaneously and problem solve
- Excellent professional level written and verbal communication skills
- Proficiency in MS Word, MS Excel, MS PowerPoint and Outlook
- Demonstrated ability to work in a fast-paced environment with changing priorities and deadlines
- Demonstrated team player with a positive client-service minded approach
- This is a full-time on-site position. The successful candidate must be flexible and available to work overtime, as needed

## Apply

Please submit your resume and cover letter (detailing your desired compensation range and relevant experience) to [careers@leasonellis.com](mailto:careers@leasonellis.com). Leason Ellis is an EOE/M/F/D/V/SO. We offer a competitive compensation and benefits package, and a dynamic, diverse and "remote flexible" work environment. *Only direct submissions from candidates will be accepted. No unsolicited resumes from third party agencies or recruiters, please. Thank you.*

Pay range: \$45,000 - \$60,000 per year.

## About

Leason Ellis is a full-service intellectual property law firm with a deep bench of professionals and a collaborative, hands-on approach. We're big enough to handle any intellectual property issue that our clients may face. Yet we're small enough to coordinate efficiently when evaluating our clients' issues, identifying practical and creative solutions for their business needs, and putting our insights to work on their behalf.