

International Trade Legal Administrative Assistant/Filer

Kelley Drye & Warren LLP, is a powerhouse firm with the heart of a boutique. Our Washington, DC office ranked as Top Workplace by the Washington Post twelve years in a row, is currently looking for a highly skilled International Trade Legal Administrative Assistant/Paralegal (Hybrid). The International Trade Legal Administrative Assistant/Paralegal (Hybrid) role will provide specialized support to attorneys and economists with a variety of tasks related to the firm's International Trade practice group and the firm's in-house economic consulting group, Georgetown Economic Services. Primary focus in the areas of filing/e-filing for the Department of Commerce (DOC), U.S. International Trade Commission (ITC) and the U.S. Courts in addition to administrative tasks, including the preparation of legal documents/word processing, document review, docketing, research projects, basic drafting and other duties as assigned.

Responsibilities/Essential Function:

- Ability to prepare and process legal documents as requested by attorneys in support of International Trade filings including petitions, responses, briefs, etc.
- Prepare, edit, proofread and maintain a variety of legal documents for attorney review. As appropriate, draft and edit legal documents, run compares (redlines), Table of Authorities (TOAs) and Table of Contents (TOCs).
- Responsible for maintaining daily docket and case files matrix. Scanning, profiling and docketing and physically filing all incoming assigned section and GES documents in accordance with practice docketing guidelines. Organize and maintain case files, pleadings, documents and attorneys/economist notebooks/files. Print and scan case materials including APO documents, ITC questionnaires, exhibits and print.
- Organize, review and maintain documents and case files. Set-up and maintain client files and ShareFile sites as needed.
- Conduct basic legal and factual research on matters relating to on-going cases.
- Provide administrative support to Trade Section Attorneys including telephone coverage, mail handling, maintaining attorney's calendar and deadlines, daily time entries and other administrative duties as assigned.
- Prepare and open new client/matter numbers for recording time and billing purposes.
- Prepare draft bills to clients; review and edit pre-bills; transmit final bills to clients.
- Coordinate and schedule meetings and other appointments via Outlook and set-up meetings/calls/videoconferences via Zoom, Teams and LoopUp as applicable.
- Back-up to other International Trade practice group legal administrative assistants/paralegals as needed.

- Other administrative/paralegal duties as assigned.

Education and Experience:

- At least 2 years of work experience as a paralegal or legal secretary in a law firm or consulting firm specializing in international trade.
- Familiarity with the Department of Commerce's (DOC) ACCESS system, U.S. International Trade Commission's (ITC) EDIS system, and U.S. Court of International Trade (CIT) filings/e-filings procedures and guidelines.

Knowledge, Skills and Abilities:

- Proficiency in MS Office 2010. Ability to use section macros, templates and quick fills within Microsoft Word 2010/Innova Litera. Able to create table of contents and table of authorities for briefs and other large filings.
- Kofax Power PDF proficiency. Able to create and combine PDF's, editing and adding text, OCR/searchable document, redaction, document comparison, bates numbering, digital signatures and removing metadata.
- General knowledge of firm accounting practices primarily related to time entries and billing.
- Flexibility to work overtime as needed.
- Ability to successfully work in a virtual environment.
- Commitment to superior client service – high level of responsiveness and teamwork.
- Ability to organize and prioritize numerous tasks and complete them under time constraints.
- Ability to work independently and take initiative in a team environment and to handle and prioritize overlapping and conflicting work assignments.
- Ability to prepare an accurate and highly detailed work product. Excellent editing and proofreading skills required.
- Ability to maintain confidentiality. Adapt to different work environments and project a professional demeanor at all times.
- Ability to perform all tasks with limited supervision and to exercise sound judgment.
- Ability to communicate effectively with attorneys, staff and clients is required.
- Strong written and verbal communication skills.

The salary range displayed is specifically for those potential hires who will work or reside in Washington D.C. if selected for the role. Any offered salary is determined based on internal equity, internal salary ranges, market data/ranges, applicant's skills and prior relevant experience, certain degrees, and certifications (e.g., JD/technology) for example. Washington D.C. Salary Range: Low: \$65,000 - High: \$68,000.

Please be advised that all communications regarding open positions at our firm will exclusively originate from email addresses ending in @kelleydrye.com. We encourage you to exercise caution

and verify the source of any communication claiming to represent our firm.

Kelley Drye & Warren LLP is an Equal Opportunity Employer (EOE).