

## **Description**

Yankwitt LLP is seeking a paralegal to work with a team of 15 litigation attorneys in a dynamic, collegial atmosphere in the heart of White Plains, just steps away from the courthouses. This is an in-office position.

## **The Firm**

Yankwitt LLP is Westchester County's go-to law firm for high-stakes, bet-the-company litigation. The firm practices in federal and state courts, representing clients in high-profile commercial and criminal litigation matters and investigations in Westchester County and throughout New York state. Yankwitt LLP is the only Westchester-based law firm ranked by Chambers USA and Benchmark Litigation in Commercial Litigation. In 2023, the firm was honored with one of the most coveted local honors: the Business Council of Westchester's Small Business Success Award. The firm also has been named a Top Five Small Company to Work for in New York and Westchester County.

At Yankwitt LLP, every member of our team, from first-year attorneys to the managing partner, paralegals, support staff, and professional staff, is critical to each case. We are proud of the way we challenge each other to work at the highest level, support each other and encourage each other to do our best work.

## **The Position**

Paralegal responsibilities include:

- Preparing, filing and coordinating the service of legal documents
- Scheduling and managing the busy calendars of multiple attorneys
- Arranging depositions and assisting attorneys with deposition preparation
- Organizing and maintaining litigation case files
- Communicating with courts, clients and attorneys
- Answering phone calls to the firm
- Performing other administrative tasks, as needed

Qualifications:

- 2+ years of litigation paralegal or legal assistant experience
- Advanced MS Office Suite skills
- Extensive experience e-filing cases in NY and NJ federal and state courts; PA and CT, a plus
- Experience using law firm CRM, document management, and time-entry systems
- Proficient in generating tables of authority and content using Westlaw, as well as conducting case searches and cite-checking
- Proven organizational skills
- Ability to multi-task and be detail-oriented
- Team player with a positive attitude
- Willingness to work overtime, as needed

Please note that we require a cover letter to be uploaded with your resume. Thank you.

Yankwitt LLP is committed to diversity, equity, and inclusion in the workplace. We are an equal opportunity employer, and we do not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, genetic information, protected veteran status, status as a qualified individual with a disability, or any other characteristic protected by law. All qualified applicants are encouraged to apply.