

Date: July 1, 2015

To: Applicants for legal support employment with Debevoise & Plimpton LLP

From: Human Resources

Thank you for inquiring about legal support employment opportunities with Debevoise & Plimpton LLP. We are currently recruiting for a **Corporate Analyst**, a **Corporate Services Manager**, and a **Corporate Transactions Manager** in the New York office. A detailed job description for the vacancies follows this page.



**CORPORATE ANALYST**  
**LEGAL SUPPORT SERVICES**

We are an international law firm headquartered in New York seeking law school graduates to join our 100+ member Legal Support Services department. Corporate Analysts are non-associate track billable staff with law degrees that provide support as integral members of deal teams. Direct contact with clients, partners and outside legal service providers is expected.

The ideal candidate will demonstrate an entrepreneurial approach, possess a strong sense of ownership and be able to work in an independent manner among a group of high performing professionals.

**Responsibilities include but are not limited to:**

- Perform due diligence, including substantive review of documents.
- Conduct business and corporate research on client related issues, prepare summaries.
- Develop practice area knowledge, assist with business development efforts, contribute to general and practice specific trainings.
- Prepare, revise and maintain formation documents, resolutions, bylaws, organization charts and transaction documents.
- Handle client and local counsel requests from multiple jurisdictions.
- Coordinate with clients, lawyers, government agencies, service companies, vendors and firm staff at all levels.
- Develop and maintain fluency with industry technology, including virtual deal room applications.
- Form, dissolve and withdraw legal entities; prepare SEC filings for EDGAR submission
- Assist with closings and at financial printers; fulfill post-closing responsibilities.

**Requirements:**

- J.D. from accredited American law school; foreign law degree with admission to a U.S. bar acceptable.
- Excellent interpersonal and communication skills, professional manner for client interactions.
- Strong attention to detail and organization skills.
- Ability to work overtime and to travel.

**Preferred Qualifications:**

- Finance or Mergers & Acquisitions experience, ideally in a law firm.
- Proficiency on a professional level with a foreign language, particularly Spanish, Japanese, Brazilian Portuguese, Russian or Mandarin.
- Experience developing, mentoring and support junior team members.

**To APPLY:**

Please mention where you saw this position posted when applying. Send resume and salary history/requirements to:

**Human Resources**

Debevoise & Plimpton LLP  
919 Third Avenue, 28th Floor  
New York, NY 10022  
aesteven@debevoise.com  
212.909.6033 (fax)  
212.909.7388 (TTY only)

*Debevoise & Plimpton LLP is an equal opportunity/affirmative action employer. All qualified applicants will receive equal consideration for employment without regard to race, color, religion, sex, or national origin or any other legally protected category in accordance with U.S. law. Applicants seeking an accommodation please see "Request an Accommodation" under Additional Information on the Working Here section at [www.debevoise.com](http://www.debevoise.com).*



## **CORPORATE SERVICES MANAGER**

### **LEGAL SUPPORT SERVICES**

We are an international law firm headquartered in New York seeking an experienced corporate legal assistant manager or a senior corporate legal assistant ready to move to a management role to join our Legal Support Services department as manager of the corporate and tax legal assistants. The Corporate Services Manager is an exempt, non-billable role that oversees approximately 20 senior and junior corporate and tax legal assistants in our New York office.

Legal Support Services consists of over 100 members and is comprised of Corporate & Tax legal assistants, Litigation legal assistants, staff document reviewers and litigation support. The Corporate Services Manager, Litigation Services Manager and Litigation Support Manager report to the Director of LSS. All four leadership roles meet regularly and work as a team to manage and administer the entire LSS group. The ideal candidate will be a corporate transactions subject matter expert, understand how to motivate staff and educate junior members of the practice areas, and work well in a team environment.

#### **Responsibilities include but are not limited to:**

- Work with attorneys to arrange for appropriate level of staff for transactions, projects and long term requirements.
- Research and promulgate the use of support staff by attorneys, educate new associates about legal assistants to increase leverage and efficiency.
- Assist in recruiting, onboarding and developing new hires.
- Arrange for and/or conduct training and professional development sessions.
- Conduct yearly performance reviews, assist Director with determining salary adjustments and bonus amounts.
- Review and monitor utilization and finances of group, identify areas for improvement or change.
- Provide input on department and firm policy.
- Monitor industry trends, remain current via involvement with outside contacts and activities.
- Attention to technical and data security needs of legal teams.

#### **Requirements:**

- Bachelor's degree or comparable work experience.
- Excellent interpersonal and communication skills.
- Experience developing, mentoring and supporting team members.

#### **Preferred Qualifications:**

- Experience managing corporate legal assistants in a law firm.
- Eight years of transactional legal assistant experience.
- Willingness to attend management training sessions.

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## **CORPORATE TRANSACTIONS MANAGER**

### **LEGAL SUPPORT SERVICES**

We are an international law firm headquartered in New York seeking experienced corporate legal assistants to join our 100+ member Legal Support Services department. Corporate Transactions Managers are billable staff that provide support as integral members of practice teams. Direct contact with clients, partners and outside legal service providers is common.

The ideal candidate will demonstrate an entrepreneurial approach, possess a strong sense of ownership and be able to work in an independent manner among a group of high performing professionals.

#### **Responsibilities include but are not limited to:**

- Manage efficient and effective processes involving internal and external stakeholders to support client needs.
- Develop and maintain fluency with industry technology, including virtual deal room applications.
- Handle client and local counsel requests from multiple jurisdictions.
- Prepare, revise and maintain formation documents, resolutions, bylaws, organization charts and transaction documents.
- Form, dissolve and withdraw legal entities.
- Prepare SEC filings for EDGAR submission.
- Assist with due diligence reviews, financial printer jobs, and closings; fulfill post-closing responsibilities.
- Monitor industry and sector trends, contribute to practice area knowledge management.

#### **Requirements:**

- Bachelor's degree or comparable work experience.
- Five years of corporate legal assistant experience.
- Professional manner for client interactions.
- Excellent interpersonal and communication skills.
- Experience developing, mentoring and support junior team members.
- Ability to work overtime and to travel.

#### **Preferred Qualifications:**

- Finance or Mergers & Acquisitions experience, ideally in a law firm.
- Proficiency on a professional level with a foreign language, particularly Spanish, Japanese, Brazilian Portuguese, Russian or Mandarin.

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