

DEBEVOISE & PLIMPTON LLP

919 Third Avenue
New York, NY 10022
Tel 212 909 6000
Fax 212 909 6836
www.debevoise.com

Date: February 2, 2012

To: Applicants for administrative staff employment with Debevoise & Plimpton LLP

From: Human Resources

Thank you for inquiring about administrative staff employment opportunities with Debevoise & Plimpton LLP. Open positions are listed by department in alphabetical order following this page. Vacancies include: **Accounting:** Petty Cash Coordinator, **Managing Attorney's Office:** Docket Clerk, and **Marketing:** Business Development Strategist- Corporate.

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.

PETTY CASH COORDINATOR
ACCOUNTING DEPARTMENT

We are an international law firm headquartered in New York seeking a Petty Cash Coordinator to become an integral part of an Accounting department within an Amlaw 20 firm. This position reports to the Time & Disbursements Supervisor.

RESPONSIBILITIES INCLUDE but are not limited to:

- Enter vouchers to the system (Petty Cash and Flik).
- Cash Reimbursements.
- Reconcile and balance petty cash amounts.
- Sell stamps.
- Order cash deliveries.
- Cash checks (partners and associates).
- Collecting forms for Accounts Payable.
- Sell building parking passes.
- Hand entries of disbursements.

EDUCATION & EXPERIENCE REQUIREMENTS:

- High school diploma or equivalent.
- Previous work experience as a bank teller or cashier.
- Excellent accuracy; eye for detail.
- Data entry proficiency.
- Excellent interpersonal skills.
- Must display tact in pressure-filled situations.

TO APPLY:

Please send cover letter, resume AND mention where you saw this position advertised.

Apryl Stevenson-Holden
HR Generalist
Debevoise & Plimpton LLP
919 Third Avenue
New York, NY 10022
aesteven@debevoise.com
Fax: 212.909.6033
TTY only: 212.909.7388

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DOCKET CLERK
MANAGING ATTORNEY'S OFFICE

We are an international AMLaw 20 law firm headquartered in midtown Manhattan seeking a full-time docket clerk/legal assistant to become part of the Managing Attorney's Office.

Responsibilities include but are not limited to:

- Entering data into the firm's docketing and calendaring system.
- Assisting with maintenance of corporate diary.
- Performing electronic court filings in federal, state and appellate courts.
- Assisting with authentication of documents for use in foreign countries.
- Responding to requests for recommendations of experts, arbitrators and other outside counsel.
- Monitoring cases with the use of various online resources.
- Serve documents and file documents in court.

Requirements:

- Bachelor's degree.
- Familiarity with Outlook, Word, Excel.

Preferred Qualifications:

- Pacer
- MA3000
- InterAction
- Law firm experience is a plus.
- Experience with document review.
- Court running experience.

The ideal candidate will have a strong client service ethic, the ability to learn and retain detailed information about court procedures and documentation, strong organizational and communication skills, the ability to juggle multiple tasks and deadlines, the ability to work effectively as a member of a team, and the ability to work well under pressure.

To Apply:

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BUSINESS DEVELOPMENT STRATEGIST- CORPORATE
MARKETING DEPARTMENT

We are an international law firm headquartered in New York seeking an accomplished business development and marketing strategist to become an integral part of a proactive and well-respected business development team within an Amlaw 20 firm. Assist lawyers in a variety of practice, industry, geography and client groups and assist with and rotate to other groups as necessary.

Responsible for growing firm revenue through initiation of programs to drive practice, industry and geography groups in development efforts by increasing firm and individual lawyer visibility. Involves proactive outreach to and follow-up with partners, frequent communication with researchers from legal directories, client prospecting, and client team organization. Will work closely with the Business Development Team, Practice Chairs, Partners and Counsel and Marketing Department professionals. Reports to the Assistant Directors of Business Development.

RESPONSIBILITIES INCLUDE but are not limited to:

- Proactively identify the highest return on investment marketing opportunities; identify possible business expansion/cross-selling opportunities.
- Collaborate with partners and practice group leaders to draft, develop and implement strategic business development plans including initiatives to develop existing clients across practices and offices, identify, research and create plans to reach out to key prospects and increase practice profile in key markets.
- Manage client teams.
- Write, edit and update pitch letters, practice descriptions and lawyer biographies to address specific legal service requests.
- Respond to formal and informal requests for proposals and other presentations on capabilities.
- Oversee the compilation of lists of representative matters developed to demonstrate specific legal capabilities.
- Write and design submissions to directories of lawyers, such as Chambers and IFLR, and coordinate lawyer interviews and related preparation meetings.
- Compile league table submissions.
- Work with the experience database coordinator to track and update matter information. This initiative requires drafting or proofreading matter descriptions and a significant amount of follow-up with lawyers to obtain matter information and to get approvals to use this information.
- Proactively update practice descriptions, representative matter lists, attorney biographies and the website with current experience, new awards and other developments.
- Manage special projects for firm-wide initiatives.
- Travel, as necessary, to support business development objectives.

REQUIREMENTS:

- Bachelors degree; excellent GPA preferred. JD or MBA strongly preferred.
- At least 4 years of business-development experience within a law firm or professional services organization required **OR** applicants with JDs and relevant corporate-sector legal experience.
- Ability to work extended hours to complete assignments as necessary.
- Strong business acumen and attention to detail are essential.

TO APPLY:

Please mention where you saw this position posted when applying. Send cover letter, resume and salary history/requirements. **Please note a cover letter is required to be considered for this position.**

Heather DeGrace, PHR
Human Resources Generalist
Debevoise & Plimpton LLP
919 Third Avenue, 28th Floor
New York, NY 10022
hdegrace@debevoise.com
212.909.6033 (fax)
212.909.7388 (TTY only)

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