



Opening for a Law Clerk

Gross Polowy, one of NY's Best & Brightest Companies, Best Places to Work, and Healthiest Employers in WNY is an established law firm in the real estate industry, is in search of a Law Clerk who is proactive, organized, dependable and detail oriented.

Ideal candidates should have excellent and professional verbal communication and interpersonal skills; solid computer skills with strong time management skills, strong comprehension and problem-solving skills, high level of proven confidentiality and be self-motivated.

Working hours 15 - 20 hours per week during semester; up to full-time hours during breaks and Summer, dependent on workload.

ESSENTIAL JOB DUTIES

Complete and assist Attorney on all case files

Conduct research based on the project assigned and review relevant cases to the project and provide a summary

Navigate through case management system in order to review documents

Prepare a brief memo/summary of the research for the attorney

Prepare a weekly case review for Partner(s)

Save all work (statutes, cases, memos) to the litigation library

Provide project list on a weekly basis to the Partner(s)

Additional duties as assigned and/or as business needs dictate

Pay \$18.00 - \$22.00/hour

Base pay offered may vary depending on multiple individualized factors, including market location, job-related knowledge, skills, and experience. The total compensation package for this position may also include other elements, including 401(k) eligibility and paid time off benefits).

Hybrid schedule offered once training complete. Details of participation in these benefit plans will be provided if a candidate receives an offer of employment.