

SAVERI

LAW FIRM

Job Title: Legal Assistant
FLSA Status: Non-Exempt/Full-Time

About Us

Saveri Law Firm, LLP is a purpose-driven plaintiffs' firm dedicated to challenging powerful corporations — from Big Tech to dominant industry players — through precedent-setting antitrust and competition litigation on behalf of consumers, workers, and creators. We are at the forefront of emerging issues, including generative AI, no-poach agreements, wage-suppression collusion, price-fixing, and other anticompetitive and exploitative business practices.

Since our founding in 2012, we have built a reputation as one of the nation's leading plaintiffs' firms and are appointed time and again as lead or co-lead counsel in significant, complex cases in federal and international forums. To date, our attorneys have obtained over \$5 billion in settlements and successful resolutions for their clients.

Our work has been repeatedly recognized by leading independent legal-industry peers and ranking organizations. Highlights include high rankings by Chambers & Partners in its "Antitrust: Plaintiff" categories, and recurring praise from the Legal 500, Best Lawyers, Benchmark Litigation, the Global Competition Review, the American Antitrust Institute, and other well-respected organizations.

We are not just litigators, we are advocates for fairness, competition, and accountability. We want to make an impact, bring creativity to difficult challenges, and value high-caliber work. If you are passionate about using the law to challenge the status quo — your work here will truly matter.

About the Role

The Legal Assistant provides high-level administrative and document support to attorneys, paralegals, and firm staff, with a strong focus on complex class action litigation. This role is responsible for advanced secretarial support tasks and the accurate preparation, formatting, revision, and proofreading of litigation documents, correspondence, and filings. The Legal Assistant must maintain confidentiality and act under the discretion of attorneys and paralegals, while adhering to firm standards.

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What You Will Do

- Prepare, format, and revise complex documents including pleadings, motions, briefs, and discovery using firm templates and style guides, under the direction of attorneys and paralegals.
- Apply advanced and complex formatting in Microsoft Word and other software, including TOC/TOA, numbering, redlines/blacklines, headers/footers, margins, etc.
- Draft document shells and prepare materials for attorney and paralegal review, including proofreading for consistency, formatting errors, and basic accuracy.
- Maintain, organize, and manage electronic and paper files in accordance with firm policies and document retention requirements, including case administrative charts and indices.
- Prepare and organize binders (electronic and hard copy), including covers, spines, and indices, and handle printing and document production needs.
- Assist Attorneys and Accounting Department with time entry and case billing support.
- Support litigation workflow by providing administrative and project-based assistance to attorneys and paralegals across case matters.
- Collaborate with paralegals, attorneys, and other firm staff to ensure deadlines are met and document output meets professional and jurisdictional standards.

About You

- Exceptional attention to detail and strong organizational and time management skills in a fast-paced, deadline-driven environment with competing deadlines.
- Proactive, resourceful, and solutions-oriented, with ability to take ownership of assigned projects from inception to resolution.
- Comfortable taking directions and executing assigned tasks, while contributing effectively within a team.
- Technologically proficient in new software, platforms, and workflows.
- Calm and adaptable under pressure in a fast-paced, deadline-driven setting.
- Professional, discreet, and trustworthy with sensitive and confidential information.
- Excellent written, verbal, and interpersonal communication skills, collaborating effectively with attorneys, paralegals, staff, clients, and court personnel.
- Collaborative, dependable team player willing to work extended hours as needed to support case demands, including court and filing deadlines.

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Qualifications

- Minimum 3 years of experience as a legal assistant, legal secretary, or legal word processor, with demonstrated experience supporting complex, high-volume litigation.
- Firm understanding of litigation procedure and familiarity with complex litigation documents.
- Proficient in Microsoft Word and Adobe, with experience in document management systems and litigation platforms (e.g., NetDocuments, Tabs3, Everlaw, Westlaw).
- Strong grammar, proofreading, and editing skills, with the ability to produce accurate and polished work.

Reporting Relationship

- Reports directly to the Paralegal Manager.

Work Schedule

- The position is eligible for hybrid work (4 days in-office, 1 day remote).
- Standard office hours are Monday through Friday, 8:30 a.m. to 5:30 p.m.

How to Apply

Please submit your application by emailing careers@saverilawfirm.com with the job title as the subject line or apply directly on our website. Your application must include:

- Resume
- Cover letter

Saveri Law Firm is proud to be an Equal Opportunity Employer committed to building a diverse and inclusive workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, and/or other protected status as required by applicable law.