

## Our Firm

Conrad | Metlitzky | Kane is a fast-growing trial boutique founded by a trio of former Assistant United States Attorneys: Mark Conrad, Warren Metlitzky, and Miranda Kane. Our attorneys are trial lawyers who hail from top law schools and law firms. As our caseload grows, we are looking to hire team members who share our passions: trying cases; making sure our clients' stories are heard and understood; tackling diverse and cutting-edge litigation typically handled by larger firms; and working with dedicated, inquisitive colleagues.

## Case Clerk

Conrad | Metlitzky | Kane is looking for a case clerk to support the firm's growing litigation practice. Prior work experience at a law firm is preferred, but not required. Our hope is that case clerks will work for Conrad | Metlitzky | Kane for a minimum of two years. Applicants for the position of Case Clerk should have the following qualifications:

- A self-starter and problem-solver with a sense of humor and curiosity
- Bachelor's degree
- Experience with MSOffice Suite, Adobe Pro
- Strong interpersonal and communication skills
- Outstanding references

Our firm's case clerks have the following responsibilities:

- Provide substantive support for legal cases, including document review, factual investigation, and research projects
- Provide administrative support for legal cases, including exhibit management and material assembly
- Prepare and file legal documents in both state and federal courts
- Maintain dockets and calendars for assigned cases
- Maintain our firm's document management system
- Assist with firm's social media & marketing
- Other general administrative tasks

## How to Apply

To inquire about joining our team, please send a cover letter describing your interest in our firm and a copy of your resume to [careers@conmetkane.com](mailto:careers@conmetkane.com).