NJALA & Fisher Phillips NJ LEEP Fellowship

NJ LEEP seeks qualified candidates for an NJ LEEP & NJALA Fellowship! The Fellow will work at Fisher & Phillips this summer as an intern, and receive a Mentor from NJALA to work with during the summer and fall.

NJALA Membership and Mentorship:

New Jersey Association of Legal Administrators (NJALA) is dedicated to the continued improvement of law office operations through monthly educational programs, the publication of a quarterly newsletter and, perhaps most importantly, by encouraging "networking" with other administrators, managers and functional specialists. Learn more about NJALA at https://www.njala.net/.

Mentor Relationship:

- NJALA will provide a Mentor to the Fellow to help them successfully complete their internship, learn about legal administration jobs, connect to professionals in the field, and more.
- Fellows will meet with their Mentor weekly during their summer internship, and then continue meeting with them monthly from August – December.

Membership and Professional Development:

- NJALA will provide the Fellow with free ALA & NJALA memberships from June-December. The Fellow will receive complimentary ALA student dues, NJALA student dues, networking, mentorship, and more. This includes all chapter educational and/or social offerings during the fellowship period (optional attendance).
- The Fellow will serve on one committee and assist with an NJALA committee project of interest.

Fisher & Phillips Summer Internship:

Internship basics:

- Flexible dates, June – August
- 25-30 hours per week
- Pay is $20/hour
- This position is in-person at the Murray Hill, NJ office

Primary Responsibilities:

- Determines docket dates from court documents and correspondence and ensures appropriate entry of data in the docket.
- Ensures preparation and distribution of reports from the docketing system including attorney deadlines reports and other case specific reports as needed.
- Responds to requests related to litigation scheduling, court rules, etc., from attorneys.
- Resolve docket discrepancies.

- Ensure court documents are filed internally, electronically and conventionally, as needed.
- Maintain an accurate docket database and provide reports as requested or required.
- Responsible for opening new matters, including conflict requirements under the firm's policies.
- Maintain positive contact with attorneys, staff and clients and observe confidentiality of the docket and firm's clients.
- Maintain and distribute an electronic global docket calendar as assigned.
- Schedule court calls.
- Assist with creating shells for court filings and discovery responses
- Other duties as assigned by secretaries and office administrator.

Personal Attributes:

- Excellent written, oral, and interpersonal communication skills.
- Highly self-motivated, self-directed and attentive to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Excellent verbal and written communication skills.
- Ability to quickly grasp new software, procedures, and processes.
- Able to embrace change.
- Experience with working in a team-oriented, collaborative environment.

Skills and Abilities:

- Demonstrated problem-solving abilities.
- Proficiency with Microsoft Office software.

Learn more about Fisher & Phillips at https://www.fisherphillips.com/.

To apply for the NJALA & NJ LEEP Fellowship, send your resume to Claire Dragon at cdragon@njleep.org by Monday, March 28th.