

CURRENT NON-LEGAL STAFF JOB OPENINGS FOR THE WEEK OF 2/5/2024

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Arnold & Porter Kaye Scholer LLP endeavors to make www.arnoldporter.com accessible to any and all users. If you would like to contact us regarding the accessibility of our website or need assistance completing the application process, please contact Director of Support Staff Stephanie Denmark at +1 202.942.6068. This contact information is for accommodation requests only and cannot be used to inquire about the status of applications.

For our EEO Policy Statement, please [click here](#). If you would like more information about your EEO rights as an applicant under the law, please [click EEO is the LAW](#) and the [Supplement poster](#).

Arnold & Porter Kaye Scholer LLP is an EO Employer - M/F/Veteran/Disability/Sexual Orientation/Gender Identity.

Arnold & Porter Kaye Scholer LLP uses E-Verify, which is a web-based system, to confirm the eligibility of our employees to work in the United States. As an E-Verify employer, we verify the identity and employment eligibility of newly hired employees by electronically matching information provided by employees on the Form I-9, Employment Eligibility Verification, against records available to the Social Security Administration (SSA) and the Department of Homeland Security (DHS). We use E-Verify because we are a federal contractor containing the Federal Acquisition Regulation (FAR) E-Verify clause. Please see the posters for details regarding E-Verify or contact Arnold & Porter Kaye Scholer LLP's Human Resources Department for more information. [E-Verify Participation Poster](#) and [Right-to-work Poster](#).

Position Title: Attorney Recruiting Assistant
Department: Talent Development
Positions Available: 1
Full Time: Yes
Part Time: No
Required Education: Degree Preferred
Location: (Hybrid) San Francisco
Salary Range: \$52,000 to \$55,000

The Talent Department of Arnold & Porter has an opening for an Attorney Recruiting Assistant in the San Francisco office. The Attorney Recruiting Assistant is responsible for assisting the Attorney Recruiting and Career Development & Advancement teams. The ideal candidate is creative and intellectually curious with a client service and team-oriented focus.

Responsibilities include but are not limited to:

Summer Program

- Assisting the Attorney Recruiting Manager in planning the summer associate programs in San Francisco and Silicon Valley; including but not limited to, planning events, coordinating summer associate arrival and departure dates, and assisting with assignment evaluation collection, as needed.
- Facilitating the end-of-summer exit process.

“Fall” Recruiting

- Partnering with career services personnel and faculty to raise the firm’s profile on campus; organizing, tracking, and following-up for career development meetings; interacting with the network of former Arnold & Porter summer associates.
- Working with the attorney recruiting team and National Hiring Committee representatives to implement an overall recruiting strategy.
- Supporting the lateral associate interview process including identifying and presenting candidates, scheduling interviews, and collecting post-interview evaluations.
- Providing support for the callback interview process; scheduling, greeting, and maintaining communication with candidates.
- Coordinating the on-campus interview process, including but not limited to, registering, scheduling, preparing interview materials, and submitting interview feedback forms to interviewing schools.
- Preparing expense forms and check requests, as needed.
- Assisting plan callback events, offer dinners and receptions, and offer visits.
- Coordinating twice weekly decision meetings during the callback process.
- Coordinating campus outreach events, including on-campus events designed to market the firm.

Lateral, Entry-Level, Staff Attorney & Judicial Clerk Hiring

- Assisting the attorney recruiting team to hire and integrate judicial clerks, entry-level and lateral associates, and staff attorneys.
- Posting open positions on the firm’s external website and other job boards.
- Maintaining applicant files in the firm’s applicant tracking system.
- Supporting the pre-employment process (including offer approval, offer letters, references checks, etc.)
- Acting as liaison for new employees with other firm departments.

Career Development & Advancement

- Supporting the Director of Career Development & Advancement with new partner and counsel academy.
- Assisting the team with projects throughout the year including, but not limited to, coordination of virtual and in-person programs and management of jobs database and intranet page, in addition to other department resources.

Qualifications:

- Four-year college degree or equivalent experience.
- A minimum of one (1) year of administrative support experience, ideally in a professional services, corporate, or law firm environment.
- Proficiency in Windows operating systems and Microsoft Office Suite or related software.
- Ability to work well with all levels of firm personnel, establish effective working relationships throughout the firm and react to challenging situations appropriately.
- Must be creative, flexible, adaptable to change and results oriented.
- Excellent administrative skills and strong problem-solving skills.
- Ability to respect, protect, and maintain confidential and sensitive information.
- Ability to prioritize and manage time effectively.
- Possess reliability, dependability, and motivation.
- Excellent organization and communications skills, both oral and written.
- Ability to work in a fast-paced environment while exhibiting solid attention to detail is paramount.
- Exceptional client service, both internal and external.
- Flexibility to work additional hours, as necessary.

The anticipated base salary for this position is \$52,000 to \$55,000. The actual base salary offered will depend on a variety of factors, including without limitation, the qualifications of the individual applicant for the position, years of relevant experience, level of education attained, certifications or other professional licenses held, and if applicable, the location in which the applicant lives and/or from which they will be performing the job.

Position Title: Benefits Assistant
Department: Benefits
Positions Available: 1
Full Time: Yes
Part Time: No
Required Education: Degree Preferred
Location: (Hybrid) Washington D.C.

The Benefits Department of Arnold & Porter has an opening for a Benefits Assistant in the Washington, DC office. The Benefits Assistant is responsible for assisting in the day-to-day administration of all benefit programs at the firm.

Responsibilities include but are not limited to:

- Assisting with the staff and attorney new hire enrollment process and orientation.
- Processing COBRA paperwork and benefit departure summaries for staff and attorneys.
- Assisting with open enrollment.
- Responding to employee inquiries via email and telephone.
- Handling a variety of routine data entry into the HRIS system.
- Maintaining employee and partner benefits electronic files.
- Assisting the Director of Health and Welfare Benefits, Benefits Manager, and benefits staff with administrative/clerical support as needed.
- Assisting with the firm wellness programs such as the annual Benefits Health Fair and Benefits Spotlight emails.
- Planning and attending in-person and virtual benefits-related meetings and events with the assistance of the Director of Health and Welfare Benefits and Benefits Manager.

Qualifications:

- Minimum of one year of office experience and/or experience working with databases.
- Prior law firm, professional services and/or benefits experience is a plus.
- Proficiency in MSWord, Excel, PowerPoint, and Outlook; proficiency in SharePoint is a plus.
- Excellent administrative, communication, and organizational skills.
- Ability to work in a fast-paced environment while exhibiting a strong attention to detail.
- Ability to handle several responsibilities/projects simultaneously.
- Ability to prioritize and manage time effectively.
- Demonstrate a high degree of trustworthiness in handling confidential and sensitive information.
- Strong problem-solving skills.
- Possess reliability, dependability, and motivation.
- Exceptional client service, both internal and external.
- Flexibility to work additional hours, as necessary.

Position Title: Diversity & Inclusion Assistant
Department: Firm Administration
Positions Available: 1
Full Time: Yes
Part Time: No
Required Education: Degree Preferred
Location: (Hybrid) New York or Washington, DC
Salary Range: \$50,000 to \$55,000

Arnold & Porter has an opening for a Diversity & Inclusion (D&I) Assistant in the New York or Washington, DC office. The D&I Assistant serves as a key member of the firm-wide diversity and inclusion initiative, working across all levels of the firm to ensure that D&I remain priorities and are closely linked to the firm's overall business strategy. The D&I Assistant will provide support in executing all administrative functions of the firm's D&I programming, including coordinating logistics for events and providing support for special projects as needed. This position assists other members of the D&I Team with all administrative functions and reports to the D&I Manager.

Responsibilities include but are not limited to:

- Providing administrative support for all aspects of D&I focused programs and events, including those related to professional development and training, affinity groups, alumni and client networks, heritage month events, and diverse recruiting and pipeline programs. (E.g., creating graphics and invitations, guest lists, tracking RSVPs, responding to follow up questions, catering, conference room needs, managing high volume orders of program books or gifts, and technological support including Zoom room hosting, breakout rooms, and recording, coordinating plans with audio-visual teams, etc.)
- Coordinating and tracking firm sponsorships of diversity events and partnerships with strategically aligned organizations (including updating project management trackers, processing invoices, coordinating ad submissions, communicating with internal and external stakeholders about programs, coordinating invitee lists, and following up with attendees for post-event feedback).
- Processing and tracking all D&I expenses and invoices.
- Monitoring the D&I team Outlook inbox, and the Annual Day of Service inbox, and forwarding or responding to messages accordingly; maintaining and updating the D&I calendar.
- Updating the D&I intranet pages and helping develop content.
- Assisting with industry and market research projects, including in connection with content for the D&I Newsletter.
- Producing exceptional written work product.
- Assisting the Chief D&I Officer and Director of D&I with processing their individual expenses, as needed.
- Providing support for special retreats and events.
- Booking conference rooms, arranging A/V and catering, and serving as a visitor coordinator, greeter, and/or host for meetings, trainings, etc.
- Managing logistics of firm consultant visits, including booking hotels and conference rooms, organizing attorney meeting schedules, working with the security team to ensure smooth security clearances and visitor badges, etc.
- Updating distribution and membership lists for various D&I groups, and organizing routine messaging (E.g., sending new employees D&I Welcome emails, etc.)
- Memorializing meeting notes and minutes at various D&I meetings and editing them for circulation.

- Scheduling and coordinating all D&I Committee meetings.

Qualifications:

- Four-year college degree and a minimum of one year of administrative experience in professional services, corporate, or law firm environment or a minimum of three years of administrative support experience in a professional services, corporate or law firm environment required.
- Strong proficiency in Windows operating systems and Microsoft Office Suite and/or related software. Experience with Smartsheet and proficiency in HTML preferred.
- Excellent administrative and communications skills, both oral and written skills.
- Strong project management and problem-solving skills.
- Strong motivation to respond to requests quickly and accurately.
- Ability to perform responsibilities with tact, diplomacy, discretion and respect for confidentiality, diversity, and colleagues' roles and responsibilities.
- Ability to prioritize and manage time effectively.
- Possess reliability, dependability, and motivation.
- Strong attention to detail, organization, and process acumen.
- Ability to work in a fast-paced environment while maintaining accuracy.
- Ability to prioritize tasks and handle a high volume of work.
- Exceptional client service, both internal and external; collegiality with colleagues, vendors, and others whom this position has contact.
- Flexibility to work additional hours, as necessary.

The anticipated base salary for this position is \$50,000 to \$55,000. The actual base salary offered will depend on a variety of factors, including without limitation, the qualifications of the individual applicant for the position, years of relevant experience, level of education attained, certifications or other professional licenses held, and if applicable, the location in which the applicant lives and/or from which they will be performing the job.

Position Title: Docket Clerk
Department: Managing Attorney Office
Positions Available: 2
Full Time: Yes
Part Time: No
Required Education: Degree Preferred
Location: (Hybrid) San Francisco
Salary Range: \$50,000 to \$54,000

The Managing Attorney's Office of Arnold & Porter has two (2) Docket Clerk openings in the San Francisco office. The Docket Clerk provides support to the Managing Attorney, Managing Clerk, Assistant Managing Clerk, and the Department, coordinating clerical and administrative tasks. The Docket Clerk has a great deal of contact with lawyers, management, and staff in the firm and acts as a point of first contact in many cases so a strong client service ethic and a professional manner in all communications are of the utmost importance.

Responsibilities include but are not limited to:

- Recording all litigation documents in the docketing database and, under the supervision of the Assistant Managing Attorney, calculating procedural due dates.
- Assisting with the maintenance of the litigation docket/preparation of documents.
- Providing administrative assistance to the Assistant Managing Clerk, as well as the Managing Attorney's Office.
- Serving and filing legal documents in various state and federal courts and agencies – electronically and physically.
- Generating and proofreading requested communications, documents, forms, and reports for the department.
- Creating and maintaining department-wide files/libraries/databases. Performing data entry to maintain department databases, including working with firm personnel as necessary to ensure accuracy of data.
- Preparing invoices for submission to Finance & Accounting and maintaining invoice files.
- Assisting in the production of departmental policy/ procedure information.

Qualifications:

- Bachelor's Degree or equivalent work experience.
- Minimum of one year of experience in a law firm or corporate environment.
- Proficiency using calendaring or docketing systems, such as eDockets, CompuLaw or MA3000 is a plus.
- Proficiency/experience efilings documents through the Federal CM/ECF system or NYSCEF is a significant plus.
- Proficiency in Windows operating systems and Microsoft Office Suite and/or related software.
- Demonstrated experience working with databases.
- Ability to work in a fast-paced environment while exhibiting a strong attention to detail and handling a variety of tasks simultaneously.
- Excellent project management skills.
- Ability to work independently and as a part of a team.
- Ability to maintain a high level of confidentiality.
- Strong problem-solving skills and an ability to prioritize and manage time effectively.
- Excellent organization and communications skills, both oral and written.
- Exceptional client service, both internal and external.
- Flexibility to work additional hours, as necessary.

The anticipated base salary for this position is \$50,000 to \$54,000. The actual base salary offered will depend on a variety of factors, including without limitation, the qualifications of the individual applicant for the position, years of relevant experience, level of education attained, certifications or other professional licenses held, and if applicable, the location in which the applicant lives and/or from which they will be performing the job.

Position Title: Engineering Patent Agent

Department: Practice Support IP

Positions Available: 1

Full Time: Yes

Part Time: No

Required Education: Degree Preferred

Location: (Hybrid) Boston, Chicago, Denver, Houston, Los Angeles, New York, San Francisco, Silicon Valley, or Washington DC

Salary Range: \$120,000 to \$180,000

Arnold & Porter is seeking an Engineering Patent Agent for the Intellectual Property practice group. This position may be located in the following offices: Boston, Chicago, Denver, Houston, Los Angeles, New York, San Francisco, Silicon Valley, or Washington DC. The Patent Agent works with Patent Attorneys to secure patents by preparing, filing, and prosecuting applications involving new inventions with the U.S. Patent & Trademark office.

Responsibilities include but are not limited to:

- Evaluating the patentability of innovations and invention disclosures.
- Preparing, drafting, and filing patent applications.
- Drafting responses to domestic and foreign Office Actions.
- Performing research and analysis and providing guidance on a variety of patent and Intellectual Property related issues.
- Performing prior art database searches for patentability and freedom to operate analyses.
- Preparing draft amendments to patent claims, specifications, and abstracts.
- Assisting patent attorneys with the global prosecution of complex patent families.

Qualifications:

- A minimum of two years of experience in both drafting original patent applications and prosecuting pending applications in the electrical and mechanical arts.
- A degree in electrical engineering, mechanical engineering, computer science, or equivalent technical experience. Advanced degree preferred.
- Candidates currently licensed to practice before the U.S. Patent and Trademark Office as an agent are strongly preferred but consideration will be made to candidates with extensive experience who are planning to take the Patent Bar.
- Familiarity with Patent Cooperation Treaty (PCT) practice is preferred.
- Proficiency in Windows operating systems and Microsoft Office Suite and/or related software.
- Excellent academic credentials and references.
- Ability to maintain a high level of confidentiality.
- Strong problem-solving skills.
- Ability to prioritize and manage time effectively and handle a variety of tasks simultaneously.
- Excellent organization and communications skills, both oral and written.

- Ability to work in a fast-paced environment while exhibiting a strong attention to detail.

The anticipated base salary for this position is \$120,000 to \$180,000. The actual base salary offered will depend on a variety of factors, including without limitation, the qualifications of the individual applicant for the position, years of relevant experience, level of education attained, certifications or other professional licenses held, and if applicable, the location in which the applicant lives and/or from which they will be performing the job.

Position Title: Environmental Paralegal

Department: Practice Support

Positions Available: 1

Full Time: Yes

Part Time: No

Required Education: Degree Preferred

Location: (Hybrid) Washington D.C., New York, Los Angeles

Salary Range: \$56,000 to \$75,000

The Practice Support Services Department of Arnold & Porter has a Paralegal opening supporting the Environmental Practice Group in the Los Angeles, New York or Washington, DC office.

Essential responsibilities include but are not limited to:

- Researching and writing summaries of new judicial, administrative, legislative, and regulatory developments.
- Working with Environment Practice Group attorneys to prepare and edit materials for business development projects.
- Assisting attorneys in the Environmental Practice Group with the preparation of client alerts, presentations, articles, books, and book chapters and with various projects to track legislative, regulatory, and judicial developments.
- Arranging for case logistics, copy requests, and document organization.
- Researching and monitoring current and developing cases.
- Researching case authorities and background material for attorney review.
- Providing attorneys with general organizational support and other administrative duties.
- Establishing and maintaining case files, document collections and chronologies.
- Conducting computer searches, research and case management functions on client databases or firm resources such as Trial Director, Opus 2 Magnum, Relativity, Lexis/Nexis, Westlaw, the Internet.
- Assisting with assembly of exhibits and appendices for court papers, depositions, and trials.
- Organizing paper and electronic documents for use in depositions or trials.
- Maintaining indexes and organizing case files and workrooms.
- Indexing and organizing files for off-site storage.
- Assisting with document collection, review, and production.
- Preparing for and attending depositions, hearings, trials, and arbitrations as directed.
- Filing and obtaining documents at various courts and agencies.
- Utilizing legal research software.
- Conducting research using various resources including databases and the internet.

Qualifications:

- Four-year college degree strongly preferred.
- Excellent academic record.
- Minimum of three years of legal assistant experience.
- Strong writing skills.
- Superior organizational skills with the ability to prioritize and manage a large workload efficiently and effectively.
- Highly detail-oriented with a strategic focus.
- Excellent oral communication skills.
- Exceptional interpersonal skills, a commitment to professionalism, integrity, and collegiality.
- Proven ability to multi-task and set priorities while meeting deadlines in a fast-paced environment.
- Exceptional problem-solving skills, critical thinking abilities and the ability to work well under pressure.
- Flexibility to work overtime as necessary, including nights, weekends, and travel, as necessary.

Applicants should submit a cover letter, resume, school transcript and a short writing sample for consideration.

The anticipated base salary for this position is \$56,000 to \$75,000. The actual base salary offered will depend on a variety of factors, including without limitation, the qualifications of the individual applicant for the position, years of relevant experience, level of education attained, certifications or other professional licenses held, and if applicable, the location in which the applicant lives and/or from which they will be performing the job.

Position Title: HRIS Assistant
Department: Human Resources
Positions Available: 1
Full Time: Yes
Part Time: No
Required Education: Degree Preferred
Location: (Hybrid) Washington D.C. or San Francisco
Salary Range: \$50,000 to \$55,000

Arnold & Porter has an opening for a Human Resources Information Systems (HRIS) Assistant located in the Washington, DC or San Francisco office. The HRIS Assistant will assist with onboarding and evaluations, support internal administrative related initiatives, and perform general administrative tasks. The HRIS Assistant will work in a collaborative, fast-paced team environment.

Responsibilities include, but are not limited to:

- Supporting the HRIS team with data entry, electronic filing, auditing, and general maintenance in multiple systems on a daily, weekly, monthly, and ad hoc basis.
- Supporting the evaluation process which includes maintaining schedules, inputting data, and running monthly reports.
- Monitoring and answering routine questions sent to the HRIS email distribution list.
- Liaising with others in HR department regarding HR related data.
- Handling general administrative tasks and participating in projects as assigned.

Qualifications:

- Four-year college degree or equivalent experience.
- Minimum of 45 wpm typing.
- Proficiency in Excel, PowerPoint, Outlook, Adobe Acrobat. Experience with Smartsheet and Microsoft Teams is a plus.
- Ability to demonstrate a high degree of trustworthiness in handling confidential and sensitive information.
- Ability to work independently and be able to know when to ask questions.
- Ability to collaborate and communicate about ongoing projects.
- Strong problem-solving skills and an ability to prioritize and manage time effectively.
- Ability to routinely follow-up and meet strict deadlines.
- Excellent organization and communications skills, both oral and written.
- Ability to work in a fast-paced environment while exhibiting a strong attention to detail.
- Exceptional client service, both internal and external.
- Flexibility to work additional hours, as necessary.

The anticipated base salary for this position is \$50,000 to \$55,000. The actual base salary offered will depend on a variety of factors, including without limitation, the qualifications of the individual applicant for the position, years of relevant experience, level of education attained, certifications or other professional licenses held, and if applicable, the location in which the applicant lives and/or from which they will be performing the job.

Position Title: Human Resources Assistant
Department: Human Resources
Positions Available: 1
Full Time: Yes
Part Time: No
Required Education: Degree Preferred
Location: (Hybrid) Washington D.C.

Arnold & Porter has an opening for a Human Resources (HR) Assistant in Washington, DC office. The HR Assistant will assist with onboarding, support internal HR related initiatives, assist with the staff evaluation process, and perform general administrative tasks within the HR department. Also, the HR Assistant will provide administrative support to the firm's Well-Being Committee.

Responsibilities include, but are not limited to:

- Processing FMLA payroll authorizations for staff and attorneys.
- Handling all the electronic filing for FMLA and personnel files including creating new hire personnel files.
- Processing staff employment verifications.
- Preparing for new hire orientation including sending calendar invites and maintaining the electronic new hire packets for all U.S. offices.
- Providing administrative assistance to the Well-Being Committee.
- Assisting with Staff Appreciation Week and other events hosted by the HR department.

Qualifications:

- Two-year college degree or equivalent experience.
- Minimum of one year of office experience.
- Experience in a law firm, corporate or professional environment preferred.
- A minimum of 50 wpm typing.
- Proficiency in Windows operating systems and Microsoft Office Suite and/or related software.
- Ability to demonstrate a high degree of trustworthiness in handling confidential and sensitive information.
- Ability to prioritize and manage time effectively.
- Proven reliability, dependability, and motivation.
- Excellent organization and communications skills, both oral and written.
- Ability to work in a fast-paced environment while exhibiting a strong attention to detail.
- Ability to handle a variety of tasks simultaneously.
- Exceptional client service.
- Flexibility to work additional hours, as necessary.

Position Title: Human Resources Data Analyst
Department: Human Resources
Positions Available: 1
Full Time: Yes
Part Time: No
Required Education: Degree Preferred
Location: (Hybrid) Washington D.C.

The Human Resources Department of Arnold & Porter has an opening for a Human Resources (HR) Data Analyst in the Washington, DC office. The HR Data Analyst will participate in critical and impactful compensation initiatives and projects regarding the nonexempt and exempt staff salary ranges for compliance with all existing and new pay transparency laws/regulations.

Additionally, the Analyst will work closely with the CHRO and other HR team members regarding our Affirmative Action Plans as it relates to pay equity and compensation structure.

Responsibilities include but are not limited to:

- Analyzing the professional staff salaries to ensure compensation is aligned with the firm's strategy, mission, and the law firm industry market.
- Performing compensation analysis and market pricing of roles for a competitive pay structure while adjusting as needed for market trends, internal equity, and engagement.
- Providing a consultative and collaborative relationship with the CHRO, other HR colleagues, and Chiefs/Directors at the firm regarding understanding and delivering compensation programs for recruiting, job offers, and maintaining pay equity.
- Analyzing and maintaining the compensation programs and systems and ensuring compliance with federal, state, and/or local laws and regulations, which includes pay transparency in various jurisdictions.
- Supporting business priorities, operational goals, values, and culture by contributing to the design and development of the firm's compensation programs, including job architecture and pay structure design.
- Analyzing trends, researching best practices, reviewing/analyzing salary surveys, monitoring economic conditions, maintaining awareness of changes in law firm strategy, and making recommendations for program revisions and development.
- Assisting with the completion of various law firm industry salary surveys.
- Participating in the development of compensation communications to ensure that leaders and managers have the right level of knowledge.
- Facilitating the development, implementation, and maintenance of compensation processes, tools, and systems.
- Analyzing, updating, and maintaining compensation-related policies and procedures that incorporate analysis of law firm compensation programs, wage and hour regulations, and competitive pay practices in order to comply with legal requirements and to attract, retain, and motivate employees.
- Assisting in analyzing and updating law firm job descriptions for professional staff positions in concert with the Director for Support Staff and Director of HR and oversight from the CHRO.
- Analyzing FLSA status, classification, EEO codes and job codes. Reviewing and recommending resolution on classification questions and FLSA exemptions and recommending compensation adjustments according to findings.
- Handling administrative responsibilities in connection with the responsibilities summarized above.

Qualifications:

- Four-year college degree. Business-related degree preferred.
- Minimum of three years of data analytics experience for a large multi-location employer, preferably in a professional services organization.
- Proficiency in Windows operating systems and Microsoft Office Suite and/or related software. Advanced Excel skills with macros, pivot tables, etc. and Smartsheet.
- Knowledge of HRIS Systems such as UKG/UltiPro or similar systems is a plus.
- Strong quantitative and analytical skills.
- Ability to communicate effectively both orally and in writing with internal and external stakeholders of all levels.
- Ability to maintain data integrity through attention to detail and accuracy, prioritize and meet deadlines as well as process, manipulate, and summarize reports.
- Ability to make sound decisions and demonstrate a high degree of trustworthiness in handling confidential and sensitive information.
- Ability to demonstrate strategic focus.
- Possess exceptional judgement and professionalism.
- Ability to define goals and follow through to achieve results.
- Strong problem-solving skills, excellent organizational skills and the ability to prioritize and manage time effectively as well as strong administrative skills.
- Ability to work in a fast-paced environment while exhibiting a strong attention to detail.
- Strong project management skills, including independent judgment and decision-making.

Position Title: Human Resources Manager

Department: Human Resources

Positions Available: 1

Full Time: Yes

Part Time: No

Required Education: Degree Preferred

Location: (Hybrid) Washington D.C.

The Human Resources Department of Arnold & Porter has an opening for a Human Resources (HR) Manager in Washington, DC office. The HR Manager will provide support to the Chief Human Resources Officer (CHRO) and the Director of Human Resources. The HR Manager will handle and process all employee medical leave benefits, FMLA, workers compensation, STD, LTD, etc., monitor and report on labor law compliance, assist with the budget process and monthly variances, complete surveys, and take the lead on conducting new staff orientation. The HR Manager will work on general HR matters as they arise in collaboration with the CHRO and Director of Human Resources.

Responsibilities include, but are not limited to:

- Processing and handling all employee medical leave benefits, FMLA, workers compensation, salary continuation, STD, LTD, reasonable accommodations, etc. Utilizing AbsenceSoft for employee leave as well as other tracking methods.

- Serving as the primary person conducting staff orientations as well as working closely with the Talent Department for attorney orientations, preparing orientation materials and updating orientation and onboarding programs, as necessary.
- Overseeing the staff employment verification process.
- Administering the bi-weekly process for the firm's organizational charts.
- Assisting the CHRO and the Director of Human Resources with a wide range of responsibilities including processing check requests and expenses through Chrome River, creating spreadsheets, Smartsheets, Word documents, PowerPoint, etc.
- Planning events such as Staff Appreciation Week, HR Quarterly Meetings/Celebrations, Service Awards, and other programs hosted by the HR Department with guidance from the CHRO and the Director of Human Resources.
- Handling day-to-day staff inquiries regarding a variety of HR matters that arise.
- Preparing the monthly variances for the DC HR Department and assisting with the budget process.
- Generating and sorting information within databases and Excel spreadsheets/Smartsheets.
- Completing firm and staff salary surveys in collaboration with other HR colleagues for submission.
- Overseeing the maintenance of all electronic personnel files.
- Overseeing the Departure Audit Process as well sending communications regarding the offboarding process for staff.

Qualifications:

- Four-year college degree or equivalent experience.
- Minimum of three years of supervisory and management required.
- Minimum two years of experience in human resources and experience with processing human resources data in a law firm, corporate or professional services environment.
- Prior experience handling and processing all employee medical leave benefits, FMLA, workers compensation, STD, LTD, etc.
- Proficiency in Windows operating systems and Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint), Smartsheets, and/or related software.
- Proficiency in working with HR databases and Smartsheets. Knowledge of AbsenceSoft or other leave tracking software is a plus.
- Ability to take various forms of data and organize and analyze the data accordingly.
- Ability to demonstrate a high degree of trustworthiness in handling confidential and sensitive information.
- Ability to prioritize and manage time effectively.
- Proven reliability, dependability, and motivation.
- Excellent organizational and communications skills, both oral and written.
- Ability to work in a fast-paced environment while exhibiting a strong attention to detail including exhibiting good judgement.
- Exceptional internal/external client service.
- Ability to handle a variety of tasks simultaneously.
- Flexibility to work additional hours, as necessary.

Position Title: IT Analyst
Department: Information Technology
Positions Available: 1
Full Time: Yes
Part Time: No
Required Education: Degree Preferred
Location: (Hybrid) Chicago

The Information Technology Department of Arnold & Porter has an opening for an Information Technology (IT) Analyst in the Chicago office. The IT Analyst provides quality and consistent front-line, technical end user support services in a professional and responsive manner, including troubleshooting assistance, problem resolution via telephone, remote desktop connection, and/or visits to user locations. The IT Analyst must take ownership and provide timely resolution of all incident tickets and change orders. This position interacts directly with other IT groups to determine the proper solution to an issue, sets up for quality assurance testing of new hardware and software for existing and new users, and performs other related duties. This position will work 100% onsite in the physical Chicago office.

Responsibilities include but are not limited to:

- Performing installs, moves, and changes to office layout for PC's, software, printers, phones, and network components.
- Communicating effectively, providing guidance and technical support for workstations, applications, procedures, and break fix items working with users, remote team members, and peer groups across the organization to complete assigned work.
- Owning and providing timely resolution of all incident tickets and change orders.
- Assisting with equipment installations, hardware racking, cable management, and vendor support/oversight.
- Interacting directly, when needed, with the network engineers, enterprise application administrators, office support teams, litigation support, application developers, information security, application support and training, and procurement and inventory tracking to determine the proper remediation for an issue.
- Setting up and quality assurance testing new hardware and software for existing and new end-users in the firm.
- Providing exceptional customer service and support to the firm and the firm's clients.
- Maintaining an expert knowledge level in the areas:
 - Firm applications; including, but not limited to, electronic messaging, document management, financial systems, human resource systems, and practice support applications, i.e., Microsoft Office Suite, including, Word, Excel, PowerPoint, and Access.
 - Firm's remote access and mobile computing environment, including, but not limited to, internet access, VPN access, Mobile Device Management, wireless, cable and DSL connectivity, and Citrix.
 - Firm's phone, voice conferencing and video conferencing systems.
 - Firm computers; including Windows desktop, laptop and peripheral hardware set-up, configuration, and trouble shooting.
- Utilizing trouble-shooting skills to resolve issues with software, hardware, printers, network connectivity, remote access, and other peripherals.
- Providing desk-side support on escalated issues when unable to remote control into computer.
- Providing immediate expert-level support for the configuration of workstations, laptops, and standard and non-standard software applications used by the firm.

- Installing and configuring software applications as required. Acting as a liaison with hardware and software manufacturers to resolve issues.
- Preparing new and replacement PCs and laptops for the end-users.
- Escalating to and partnering with Network Operations, Enterprise Systems, and Applications Development staff to resolve network and/or application issues.
- Documenting in detail the resolutions to issues in the Help Desk ticketing system.
- Participating in floor support for major system changes, rollouts of new software, hardware, and system enhancements.
- Coordinating with other IT teams to research, test, deploy, document, and upgrade new and existing hardware and software.
- Setting up AV equipment and related AV services as needed in the Chicago office.
- Participating in setting up, testing, and supporting trial sites for the firm.
- Supporting, monitoring, implementing, and complying with firm policies and procedures as pertains to the Information Technology Department.
- Meeting deadlines for deliverables.

Qualifications:

- Two-year college degree preferred; equivalent experience will be considered.
- Minimum of three years of experience in providing end-user support.
- Knowledge and experience with law firm specific applications is preferred. Previous employment in legal information technology is preferred.
- Experience in providing workstation support in a Microsoft environment and implementing, maintaining, and supporting Windows operating systems and MS Office application suites as well as proficiency in Windows operating systems and Microsoft Office Suite and/or related software.
- Technical experience configuring and supporting workstations, laptops, printers, AV, and related equipment required.
- Strong project management and problem-solving skills.
- Must be self-motivated and able to successfully perform tasks independently with a minimum of supervision.
- Ability to work effectively with all levels of the firm with tact and diplomacy.
- Ability to work with tight deadlines in a fast-paced environment while exhibiting a strong attention to detail.
- Ability to solve practical problems and handle a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to maintain a high level of confidentiality.
- Ability to prioritize and manage time effectively.
- Excellent organization and communications skills, both oral and written.
- Exceptional client service, both internal and external.
- Flexibility to work alternate shifts and overtime as determined by the Manager.

Position Title: IT Analyst
Department: Information Technology
Positions Available: 1
Full Time: Yes
Part Time: No
Required Education: Degree Preferred
Location: (Hybrid) Houston

The Information Technology Department of Arnold & Porter has an opening for an Information Technology (IT) Analyst in the Houston office. The IT Analyst provides quality and consistent front-line, technical end user support services in a professional and responsive manner, including troubleshooting assistance, problem resolution via telephone, remote desktop connection, and/or visits to user locations. The IT Analyst must take ownership and provide timely resolution of all incident tickets and change orders. This position interacts directly with other IT groups to determine the proper solution to an issue, sets up for quality assurance testing of new hardware and software for existing and new users, and performs other related duties. This position will work 100% onsite in the physical Houston office.

Responsibilities include but are not limited to:

- Performing installs, moves, and changes to office layout for PC's, software, printers, phones, and network components.
- Communicating effectively, providing guidance and technical support for workstations, applications, procedures, and break fix items working with users, remote team members, and peer groups across the organization to complete assigned work.
- Owning and providing timely resolution of all incident tickets and change orders.
- Assisting with equipment installations, hardware racking, cable management, and vendor support/oversight.
- Interacting directly, when needed, with the network engineers, enterprise application administrators, office support teams, litigation support, application developers, information security, application support and training, and procurement and inventory tracking to determine the proper remediation for an issue.
- Setting up and quality assurance testing new hardware and software for existing and new end-users in the firm.
- Providing exceptional customer service and support to the firm and the firm's clients.
- Maintaining an expert knowledge level in the areas:
 - Firm applications; including, but not limited to, electronic messaging, document management, financial systems, human resource systems, and practice support applications, i.e., Microsoft Office Suite, including, Word, Excel, PowerPoint, and Access.
 - Firm's remote access and mobile computing environment, including, but not limited to, internet access, VPN access, Mobile Device Management, wireless, cable and DSL connectivity, and Citrix.
 - Firm's phone, voice conferencing and video conferencing systems.
 - Firm computers; including Windows desktop, laptop and peripheral hardware set-up, configuration, and trouble shooting.
- Utilizing trouble-shooting skills to resolve issues with software, hardware, printers, network connectivity, remote access, and other peripherals.
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- Participating in floor support for major system changes, rollouts of new software, hardware, and system enhancements.
- Coordinating with other IT teams to research, test, deploy, document, and upgrade new and existing hardware and software.
- Setting up AV equipment and related AV services as needed in the Houston office.
- Participating in setting up, testing, and supporting trial sites for the firm.
- Supporting, monitoring, implementing, and complying with firm policies and procedures as pertains to the Information Technology Department.
- Meeting deadlines for deliverables.

Qualifications:

- Two-year college degree preferred; equivalent experience will be considered.
- Minimum of three years of experience in providing end-user support.
- Knowledge and experience with law firm specific applications is preferred. Previous employment in legal information technology is preferred.
- Experience in providing workstation support in a Microsoft environment and implementing, maintaining, and supporting Windows operating systems and MS Office application suites as well as proficiency in Windows operating systems and Microsoft Office Suite and/or related software.
- Technical experience configuring and supporting workstations, laptops, printers, AV, and related equipment required.
- Strong project management and problem-solving skills.
- Must be self-motivated and able to successfully perform tasks independently with a minimum of supervision.
- Ability to work effectively with all levels of the firm with tact and diplomacy.
- Ability to work with tight deadlines in a fast-paced environment while exhibiting a strong attention to detail.
- Ability to solve practical problems and handle a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to maintain a high level of confidentiality.
- Ability to prioritize and manage time effectively.
- Excellent organization and communications skills, both oral and written.
- Exceptional client service, both internal and external.
- Flexibility to work alternate shifts and overtime as determined by the Manager.

Position Title: IT Service Desk Manager
Department: Information Technology
Positions Available: 1
Full Time: Yes
Part Time: No
Required Education: Degree Preferred
Location: (Hybrid) Washington D.C.

The Information Technology Department of Arnold & Porter has an opening for an Information Technology (IT) Service Desk Manager in the Washington DC office. The IT Service Desk Manager is responsible for the supervision, management, maintenance and coordination of the centralized IT Service Desk resources to ensure the timely delivery of a superior customer service experience handling computer-related incident resolution and request fulfillment to end users firm wide in a fast-paced 24/7 environment.

Responsibilities include but are not limited to:

- Overseeing the day-to-day supervision of the firm's Service Desk Analysts to provide quality customer service to all of the firm's staff in support of the firm's IT Service Desk.
- Supervising the DC Service Desk team.
- Providing support and maintenance of all computers and printers; ensuring timely resolution of issues (i.e., end-user application support and system issues are identified, prioritized and resolved).
- Scheduling the firm's Service Desk resources as needed to maintain the timely handling of support issues in a 24/7 environment.
- Providing information and recommendations regarding IT Service Desk staffing levels to the Director of Technology Support.
- Providing career development guidance to staff and recommending training paths.
- Identifying metrics and collecting associated data to ensure optimal Service Desk operations.
- Performing administrative duties related to the processing of all leave requests, timecards, and annual reviews in a timely manner.
- Identifying, recommending, and documenting procedures and processing improvements related to IT service delivery and problem resolution.
- Performing incident trend analysis (Incident Management); making recommendations to the Director of IT Support Services for ways to reduce recurring issues.
- Reviewing, editing, and maintaining support services knowledge database.
- Providing feedback to the Training Manager to ensure training programs meet the needs of the firm's end users.
- Supervising planning and management of location specific projects; i.e., laptop replacement.
- Collaborating with other Directors, Managers and Supervisors to ensure that departmental and firm projects are completed efficiently.
- Supporting, upholding, and encouraging compliance with all Arnold & Porter computer related policies throughout the enterprise.
- Supporting firm policies and procedures related to the Information Technology Department.

Qualifications:

- Four-year college degree preferred; equivalent experience will be considered.
- Minimum six years' experience in providing end-user support.
- Minimum of three years' supervisory experience in a Help Desk or Service Desk environment.

- Working knowledge of and technical experience providing support for computer related systems which include but are not limited to the following areas: computer and mobile device Operating systems, Application Software, Computer Hardware, Remote Access and Network connectivity.
- Expert knowledge in Windows operating systems and Microsoft Office Suite and/or related software.
- Strong leadership, interpersonal and customer service skills and personal initiative.
- Proven project management skills and an ability work under time constraints to meet deadlines.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to make sound decisions and demonstrate a high degree of trustworthiness in handling confidential and sensitive information.
- Ability to strategically maintain financial/budgetary information.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to be a change agent and drive new firm initiatives.
- Ability to demonstrate strategic focus.
- Ability to define goals and follow through to achieve results.
- Excellent organization and communications skills, both oral and written.
- Ability to work in a fast-paced environment while exhibiting a strong attention to detail.
- Flexibility to work additional hours, as necessary.

Position Title: Legal Resource Assistant
Department: Secretarial
Positions Available: 1
Full Time: Yes
Part Time: No
Required Education: Degree Preferred
Location: (Hybrid) Houston

Arnold & Porter has a Legal Resource Assistant opening in the Houston office. The Legal Resource Assistant assists attorneys and other legal personnel with administrative, organizational, and research work in a team-oriented and collaborative fast-paced environment. This position requires exemplary judgment and adherence to high ethical standards.

Responsibilities include but are not limited to:

- Skillfully preparing, editing, and proofreading legal documents and emails.
- Assisting in all facets of trials, depositions, arbitrations, mediations, client meetings, and case strategy meetings; organizing exhibits, notebooks, charts, graphs, memorandums, and other legal documents as well as visual aids for same.
- Diligently managing attorneys' Outlook calendars and arranging conference/video conference calls, virtual meetings on platforms such as Zoom, Microsoft Teams, and WebEx.
- Tracking, entering, and processing expenses and invoices through Chrome River.
- Efficiently coordinating and scheduling attorney travel.
- Organizing, routing, and archiving incoming mail.
- Maintaining an awareness of attorneys' caseloads and statuses.
- Establishing and maintaining attorneys' files in electronic and hard copy format.
- Maintaining attorneys' state and federal court admissions and renewals current.
- Working with Microsoft Office (Word, Excel, and PowerPoint) and other firm applications, as necessary, to complete specific assignments.
- Onboarding and managing new clients and matters.
- Reviewing, editing, and finalizing firm invoices to clients.
- Collaborating with accounting and e-billing teams to initiate and maintain proper client billing procedures.

Qualifications:

- A minimum of a high school diploma, with a bachelors or two-year degree preferred.
- A minimum of 5 years of litigation legal experience.
- Excellent organizational and communications skills, both oral and written.
- Strong skills in MSWord, Excel, PowerPoint, Outlook, various databases and Internet research skills.
- Ability to handle a variety of tasks simultaneously.
- Ability to prioritize and manage time appropriately.
- A proficiency with standard office procedures working in a team/collaborative environment.
- Flexibility to work additional hours, as necessary.

Applicants should submit their resume and cover letter for consideration.

Position Title: Reception/Legal Resource Assistant
Department: Secretarial
Positions Available: 1
Full Time: Yes
Part Time: No
Required Education: Degree Preferred
Location: (Hybrid) Houston

Arnold & Porter has a Reception/Legal Resource Assistant (LRA) opening in the Houston office. The Receptionist/LRA welcomes clients and visitors to the office, answers and routes incoming calls to the appropriate party, coordinates and tracks conference room and visitor office reservations, places catering orders as requested for meetings held in the office and performs varied related clerical tasks. In addition, the position assists attorneys and other legal personnel with administrative, organizational and research work in a team-oriented and collaborative environment. This position will work 100% onsite in the physical Houston office and the hours are 9:00 a.m. to 5:30 p.m. Monday through Friday.

Responsibilities include but are not limited to:

- Meeting, greeting, and directing visitors.
- Answering calls to the main number from the console at the reception desk and extending them to the appropriate party as well as taking and relaying messages via voicemail or email.
- Understanding the function of the firm and each department so calls can be routed appropriately.
- Monitoring the condition of the reception area and notifying the appropriate department of any maintenance issue.
- Answering basic questions from personnel on telephone and voicemail usage.
- Coordinating and tracking conference room and visitor office reservations and placing catering and beverage orders as requested for meetings held in the office.
- Collecting and submitting vendor invoices to the Office Manager or their designee for payment processing.
- Placing firm and client flower/gift orders as requested.
- Performing various clerical tasks such as maintaining the daily attorney attendance list, maintaining the pantries, lobby and reception areas tidy, loading/emptying the dishwasher, and stocking kitchen/conference room supplies as needed.
- Preparing, editing, and proofreading legal documents.
- Assisting with all aspects of trials, depositions, arbitrations, mediations, client meetings and case strategy meetings; organizing exhibits, notebooks, charts, graphs, memorandums, and other legal documents as well as visual aids for same.
- Coordinating and scheduling attorney travel.
- Maintaining an awareness of attorneys' caseloads and statuses.
- Working with Excel and PowerPoint for a variety of assignments.
- Collaborating with staff within the ARC to provide support on all attorney requests.
- Filing documents in State, Federal and Appellate courts.
- Diligently and efficiently managing attorneys' Outlook calendars.
- Arranging video conferences using Zoom, WebEx, Microsoft Team meetings as well as conference calls and in person meetings.
- Assisting with handling physical documents (including handwritten notes) and organizing and photocopying hard copy documents and PDFs with attorneys, ARC teammates and other staff in the office.
- Organizing, routing, and archiving incoming mail and case filings.
- Entering, processing, and tracking expense reports and vendor invoices through Chrome River.

- Reviewing, editing, and finalizing firm invoices to clients.
- Establishing attorneys' files in electronic and hard copy format.

Qualifications:

- A minimum of a high school diploma, with a bachelors or two-year degree preferred.
- Excellent organizational and communications skills, both oral and written.
- Strong skills in MS Word, Excel and PowerPoint, Outlook, various databases, and Internet research skills.
- Ability to handle a variety of tasks simultaneously and prioritize and manage time appropriately.
- Ability to work in a fast-paced environment while exhibiting a strong attention to detail.
- Ability to work effectively with all levels of Firm with tact and diplomacy.
- Must be self-motivated and able to work independently.
- Demonstrate proficiency in basic clerical skills; taking messages, filing, follow up.
- Ability to maintain a high level of confidentiality.
- Strong client service and problem-solving skills.
- Possess reliability, dependability, and motivation.
- Flexibility to work additional hours, as necessary.

Applicants should submit their resume and cover letter.

Position Title: Senior Cloud Engineer
Department: Information Technology
Positions Available: 1
Full Time: Yes
Part Time: No
Required Education: Degree Preferred
Location: 100% virtual/remote in a firm approved U.S. state
Salary Range: \$110,000 to \$125,000

The Information Technology Department of Arnold & Porter has a Senior Cloud Engineer opening. This position may work 100% virtual/remote in a firm approved U.S. state. The Senior Cloud Engineer is responsible for partnering and working with IT engineering teams in the review and implementation of the firm's infrastructure and transition to hybrid cloud technology that includes compute, storage platforms, and data center collocation sites globally. Additionally, the Senior Cloud Engineer identifies and provides systems implementation requirements for network engineering and security engineering as applicable to the firm's core systems platforms to ensure that the design and implementation meets the needs of the firm in the areas of stability, functionality, and availability, as well as adhering to the firm's ISO 27001 audit requirements. The Senior Cloud Engineer reports to the Manager of Infrastructure Services.

Responsibilities include but are not limited to:

- Defining the implementation for hybrid cloud to include the compute, storage infrastructure, and integration with the firm's global data center collocation sites.
- Reviewing existing systems to identify improvements for adequate capacity, scalability, and security that effectively meet the needs of the firm.
- Assisting with implementing and improving policies and procedures to ensure maximum availability of the firm's IT infrastructure throughout all of the firm's offices.
- Recommending alternative technologies or improvements to enhance information systems to support organizational goals based on the Engineer's knowledge of IT and analysis of the systems' needs.
- Reviewing detailed plans for the integration of cloud services for new systems architecture into existing platforms and integration with future infrastructure.
- Ensuring stability of the system by identifying best practices and lessons learned after a new system has been integrated.
- Ensuring infrastructure is in compliance of IT policies and procedures including change control management policies, systems maintenance procedural policies, disaster recovery plans, business continuity procedural policies, and system documentation policies.
- Working with the Information Security and Compliance teams as necessary for ensuring compliance to ISO 27001 and other audit requirements as requested by the firm's IT Information Security and Compliance team.
- Collaborates with the Applications Manager, Network Engineering Manager, and Security Operations Manager to implement a global architecture and roadmap to enhance the reliability, security, and performance of the firm's infrastructure systems and applications.
- Coordinating with other Directors, Managers, and engineers to ensure that projects are completed efficiently.
- Documenting and keeping current administrative procedures, security procedures, maintenance procedures, and original system design manuals, as well as updated system design manuals for all systems.

- Overseeing the implementation of new hybrid cloud infrastructure services and changes to existing on-premises infrastructure services, ensuring that commitments are properly planned, staffed, monitored, and reported.
- Staying current on all technology advancements in respect to their applications within the firm by working closely with key vendors to support IT infrastructure, address escalated issues, and remain updated with existing and new technologies.

Qualifications:

- Bachelor's degree in information technology or related field is required, or a minimum of 10 years of related experience beyond the minimum required in lieu of a degree.
- Minimum of fifteen (15) years of experience in technology as a lead engineer to include a minimum of five (5) years as a senior engineer in an information technology environment.
- Minimum of ten (10) years of experience in the implementation of IT infrastructure systems, specifically compute, storage and data centers.
- Previous experience in legal information technology preferred (not required).
- Must possess a demonstrable knowledge of enterprise systems, network, security, and software administration and engineering within a hybrid cloud environment.
- Experience with supporting a multi-office, large global enterprise in a multi-time zone environment.
- Deep knowledge of Microsoft Azure cloud services and hybrid cloud architecture.
- Strong support, troubleshooting, and problem resolution capabilities.
- Strong analytical, creative problem solving and process improvement skills.
- Ability to handle highly complex troubleshooting tasks across all layers of the infrastructure stack.
- Prior experience working with application development, security, risk, compliance and business teams.
- Excellent communication skills including the ability to translate complex technical requirements/solutions to all executive and management levels.
- Experience with VMware Infrastructure, vSphere, ESXi, NSX, and Virtual Center Site Recovery Manager.
- Subject Matter Expert (SME) in core infrastructure working with enterprise levels of Compute, Storage, Networking, Virtualization, Active Directory services.
- Deep knowledge of Identity Access Management (IAM) concepts and platforms.
- Experience working with applications, network and security platforms and their impact to systems infrastructure.
- Experience with storage systems such as Pure FlashArray, Pure FlashBlade, Nasuni.
- Experience with Cisco products, UCS, MDS, routing and switching technologies.
- Experience working with Microsoft Server operating systems and Active Directory.
- Experience with Veeam Backup applications, as well as other Data Protection products.
- Proficient in scripting and automation tools.

The anticipated base salary for this position is \$110,000 to \$125,000. The actual base salary offered will depend on a variety of factors, including without limitation, the qualifications of the individual applicant for the position, years of relevant experience, level of education attained, certifications or other professional licenses held, and if applicable, the location in which the applicant lives and/or from which they will be performing the job.

Position Title: Summer Legislative and Public Policy Intern
Department: Practice Support
Positions Available: 1
Full Time: Yes
Part Time: No
Required Education: Degree Preferred
Location: (Hybrid) Washington, DC

The Legislative and Public Policy practice of Arnold & Porter offers a paid summer internship program for college students interested in careers in government policy and advocacy. Arnold & Porter is one of the world's leading law firms, with more than 1,000 lawyers practicing in Washington, DC, eight other domestic offices, and international offices in Europe, China, and Korea. Many of our lawyers have served in key government positions and offer the firm's clients a sophisticated understanding of the relationship between government and business with nearly 20% of the firm's business being in regulatory and public policy work.

This internship program is focused in the Legislative and Public Policy practice where the intern's professional development is a top priority. Participants in this internship program may also find an opportunity to gain exposure to other areas of legal practice. Some of the summer intern's responsibilities may include:

- Monitoring health care, trade, tech, energy, education, financial services, appropriations, and defense policy developments;
- Drafting background research and client memos relating to legislative efforts and regulatory policy; and
- Shadowing teams for congressional, regulatory, and administrative stakeholder engagement.

Applicants are encouraged from all academic majors but must be able to demonstrate strong writing skills and an interest in public policy or law as a future career path. Previous government-related internship experience is recommended, although not required.

This internship is only available in our Washington, DC office and will consist primarily of in-person work. To be eligible for this program, applicants must be:

- A rising junior or senior in their undergraduate education in the summer of 2024; and
- Available to work 37.5 hours per week from late May through early August.

To apply, eligible applicants must submit a resume with current cumulative GPA, a cover letter, and a 3-5 page writing sample on a topic of their choosing (writing samples of more than 5 pages will disqualify a candidate for failure to follow directions). All interested candidates must submit their documents by **5:00 p.m. ET on Friday, February 16, 2024.**

CURRENT ATTORNEY JOB OPENINGS FOR THE WEEK OF 2/5/2024

Arnold & Porter is an equal opportunity and affirmative action employer that does not discriminate on the basis of race, color, creed, religion, national origin, sex, pregnancy and childbirth (including breastfeeding and related medical conditions), age, marital or partnership status, familial status, sexual orientation, gender, gender identity, gender expression, transgender, physical or mental disability, medical condition, family leave status, citizenship status, immigration status, ancestry, genetic information, military or veteran status, or any other characteristic protected by local, state or federal laws, rules or regulations. Our Firm's equal opportunity policy applies to all employment practices and terms and conditions, including, without limitation, recruitment, employment, assignment, training, compensation, benefits, promotions, disciplinary action and terminations. For purposes of the firm's Anti-discrimination, Anti-harassment and Affirmative Action Policies, the term "race" includes, without limitation, traits historically associated with race, including, but not limited to, hair texture and protective hairstyles, such as braids, locks, and twists.

Arnold & Porter Kaye Scholer LLP endeavors to make www.arnoldporter.com accessible to any and all users. If you would like to contact us regarding the accessibility of our website or need assistance completing the application process, please contact Director of Support Staff Stephanie Denmark at +1 202.942.6068. This contact information is for accommodation requests only and cannot be used to inquire about the status of applications.

For our EEO Policy Statement, please [click here](#). If you would like more information about your EEO rights as an applicant under the law, please [click EEO is the LAW](#) and the Supplement poster.

Arnold & Porter Kaye Scholer LLP is an EO Employer - M/F/Veteran/Disability/Sexual Orientation/Gender Identity.

Arnold & Porter Kaye Scholer LLP uses E-Verify, which is a web-based system, to confirm the eligibility of our employees to work in the United States. As an E-Verify employer, we verify the identity and employment eligibility of newly hired employees by electronically matching information provided by employees on the Form I-9, Employment Eligibility Verification, against records available to the Social Security Administration (SSA) and the Department of Homeland Security (DHS). We use E-Verify because we are a federal contractor containing the Federal Acquisition Regulation (FAR) E-Verify clause. Please see the posters for details regarding E-Verify or contact Arnold & Porter Kaye Scholer LLP's Human Resources Department for more information. [E-Verify Participation Poster](#) and [Right-to-work Poster](#).

Position Title: Antitrust Associate - Mid-Level
Practice Group: Antitrust
Positions Available: 1
Full Time: Yes
Required Education: Degree Preferred
Location: (Hybrid) Washington D.C. or New York
Salary Range: \$250,000 to \$400,000

Arnold & Porter is seeking a mid-level associate to join our top-ranked Antitrust & Competition Practice in our New York or Washington, DC office. Qualified applicants must have a minimum of three years of experience on antitrust matters, including antitrust litigation experience. In addition, applicants must possess superb research, writing, and analytic skills, and an ability to work both independently and creatively and as part of a team. All applicants must have excellent academic credentials and references.

More than 120 attorneys in our US and European offices handle complex and critical antitrust and competition matters. Lawyers in our US antitrust practice work on the full range of complex antitrust matters, including litigation (both class actions and individual actions), merger review, civil investigations, criminal/cartel investigations, and counseling. Lawyers in our US offices frequently work on cross-office teams, including teams with competition lawyers in our London and Brussels offices when working on mergers and cross-border conduct matters. More information about our practice can be found [here](#) and recent accolades to the group and firm can be found [here](#), [here](#), and [here](#).

Applicants must currently be licensed, or currently eligible to become licensed, to practice law in the jurisdiction(s) where they apply.

The salary range for this position in New York is \$250,000 to \$400,000, commensurate with experience.

Position Title: Complex Litigation Associate - Mid-Level
Practice Group: Litigation
Positions Available: 1
Full Time: Yes
Required Education: Degree Required
Location: (Hybrid) Boston, MA

Arnold & Porter is seeking a mid-level litigation associate to join our Complex Litigation Practice Group in our newly opened and vibrant Boston office.

Arnold & Porter is widely recognized for our successful record in sensitive, complex, or high-stakes litigation. Our litigators work across the firm's offices as one multi-disciplinary team on precedent-setting cases, resolving high-stakes disputes across the commercial landscape. Over half of the Fortune 250 companies have chosen Arnold & Porter as outside counsel. We are also proud to represent numerous clients in pro bono matters (our attorneys perform approximately 100,000 pro bono hours per year).

Qualified candidates must have excellent legal analysis, writing skills, academic credentials, and references. In addition, applicants must currently be licensed, or be eligible to become licensed, to practice law in Massachusetts. Applications must include a resume, law school transcript, references, and writing sample. Experience performing at trial, arguing matters before courts or arbitrators, and taking / defending depositions is preferred but not required.

Position Title: Complex Litigation Associate - Mid-Level
Practice Group: Litigation
Positions Available: 1
Full Time: Yes
Required Education: Degree Required
Location: (Hybrid) Denver
Salary Range: \$260,000 to \$365,000

Arnold & Porter is seeking a mid-level litigation associate (JD, 2019 – 2021) to join our Complex Litigation Practice Group in our Denver office.

Arnold & Porter is widely recognized for our successful record in sensitive, complex, or high-stakes litigation. Our litigators work across the firm's offices as one multi-disciplinary team on precedent-setting cases, resolving high-stakes disputes across the commercial landscape. Over half of the Fortune 250 companies have chosen Arnold & Porter as outside counsel. We are also proud to represent numerous clients in pro bono matters (our attorneys perform approximately 100,000 pro bono hours per year).

Qualified candidates must have excellent legal analysis, writing skills, academic credentials, and references. In addition, applicants must currently be licensed, or be eligible to become licensed, to practice law in Colorado. Applications must include a resume, law school transcript, references, and writing sample. Experience performing at trial, arguing matters before courts or arbitrators, and taking / defending depositions is preferred but not required.

If you are interested in joining a collegial firm committed to diversity & inclusion and pro bono, as well as the training and mentoring of our associates, we hope you will apply!

The salary range for this position is \$260,000 to \$365,000 commensurate with experience. This position is not open to search firms.

Position Title: Government Contract Associate - Mid Level
Practice Group: Government Contracts and National Security
Positions Available: 1
Full Time: Yes
Required Education: Degree Required
Location: (Hybrid) Washington, DC

Arnold & Porter's Government Contracts & National Security Practice Group, recently named Law360's Government Contracts Group of the Year, has an immediate opening for a mid-level associate.

Arnold & Porter's Chambers and Legal 500 Band 1 (market leading) Government Contracts & National Security team handles a broad mix of litigation, investigation, export control, cybersecurity, mergers and acquisition, and counseling work. Our respected bid protest practice litigates before all tribunals and is known for success in high-profile, high-stakes, and precedent-setting cases. We also represent clients disputing substantial claims by and against the government before the Boards of Contract Appeals and U.S. Court of Federal Claims and prosecute and defend court actions between contractors. The group's work is exciting, often relevant to ongoing world issues, and fast-paced. For example, the group handles litigation and counseling involving space-related procurements, including for satellites and space travel and missions; corporate transactions involving some of the largest federal contractors as well as small businesses that develop state-of-the art military technologies; and last year participated in an international, high-stakes subcontract negotiation with teaming agreement tailored to a decades-long, multi-billion dollar DOD program.

Qualified applicants for this position must have a minimum of three years of prior legal experience in the field and have demonstrated an interest in government contracts law; strong research, writing, and analytic skills; an ability to work independently and creatively; and an ability to work successfully as part of a team. Special consideration will be given to applicants with experience as a judicial clerk for the U.S. Court of Appeals for the Federal Circuit or the Court of Federal Claims and to those with academic training in government contracts law. All applicants should have excellent academic credentials and references.

Applicants must currently be licensed, or currently be eligible to become licensed, to practice law in Washington, D.C.

Position Title: IP Life Sciences Associate - Mid-Level
Practice Group: Intellectual Property
Positions Available: 1
Full Time: Yes
Required Education: Degree Preferred
Location: (Hybrid) Washington D.C., New York, or Silicon Valley
Salary Range: \$250,000 to \$345,000

Arnold & Porter is seeking a mid-level patent litigation associate to join our Intellectual Property & Technology Practice Group in our New York, Silicon Valley, or Washington, DC offices.

The Intellectual Property & Technology Practice Group is made up of approximately 100 attorneys who advise clients along the life cycle of their most important assets—spanning patents, copyrights, trademarks, rights of publicity, trade secrets, and related issues. Our Patent Litigation team combines proven trial and appellate experience, strategic approaches, and technological knowledge to enforce and defend our clients' patent rights, particularly in the life sciences and technology industries.

Qualified applicants for this position must have a minimum of three years of prior work experience handling and preferably managing Hatch-Waxman or biotherapeutics cases in District Court or before the PTAB and have experience litigating and managing therapeutics cases (biologic or chemical). In addition, candidates must possess strong research, writing and analytic skills; the ability to manage and mentor more junior associates; strong management and organizational skills; an ability to work independently and creatively; as well as an ability to work successfully as part of a team. A technical life science undergraduate and/or graduate degree is preferred. All applicants should have excellent academic credentials and references.

Applicants must currently be licensed, or currently eligible to become licensed, to practice law in the jurisdiction(s) where they apply.

The salary range for this position in New York, Silicon Valley, and Washington, DC is \$250,000 to \$345,000, commensurate with experience.

Position Title: IP Technology Patent Litigation Associate – Mid-Level

Practice Group: Intellectual Property

Positions Available: 1

Full Time: Yes

Required Education: Degree Preferred

Location: (Hybrid) Chicago, Denver, Los Angeles, New York, San Francisco, Silicon Valley, or Washington, DC

Salary Range: \$250,000 to \$345,000

Arnold & Porter is seeking a mid-level patent litigation associate to join the Intellectual Property & Technology Practice Group in our Chicago, Denver, Los Angeles, New York, San Francisco, Silicon Valley, or Washington, DC offices.

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Ideal applicants for these positions would have a minimum of three years of experience in PTAB/IPR, patent litigation in district court, and/or ITC proceedings as well as a degree in Computer Science, Electrical Engineering, Mathematics, Physics, or a similar field.

Applicants with some degree of familiarity with source code are preferred. All applicants should have excellent academic credentials and references.

Applicants must currently be licensed, or currently eligible to become licensed, to practice law in the jurisdiction(s) where they apply.

The salary range for this position in New York, Silicon Valley, and Washington, DC is \$250,000 to \$345,000, commensurate with experience.

Position Title: Mergers & Acquisitions Associate - Senior Level

Practice Group: Corporate & Finance

Positions Available: 1

Full Time: Yes

Required Education: Degree Preferred

Location: (Hybrid) Washington D.C., Denver, New York, Chicago, Silicon Valley or San Francisco

Salary Range: \$370,000 - \$415,000

Arnold & Porter is seeking senior associates (2014 - 2018) to join our Corporate & Finance group in our Chicago, Denver, New York, San Francisco, Silicon Valley, or Washington, DC offices. Qualified candidates must have five years of experience in corporate transactional work, specifically in mergers and acquisitions. In addition, candidates should have strong drafting and negotiating skills, strong teamwork skills, and the ability to independently manage components of deals.

Our leanly structured deal teams allow senior associates to assume more responsibility and receive a high level of partner and client contact. Our collegial and collaborative group is comprised of team players who are supportive, flexible, and invested in helping senior associates craft a tailored career path.

Applicants must currently be licensed, or eligible to become licensed, to practice law in the jurisdiction(s) where they apply.

The salary range for this position in Denver and New York is \$370,000 to \$415,000, commensurate with experience.

Position Title: Private Client Services Associate - Junior Level

Practice Group: Tax and Estates

Positions Available: 1

Full Time: Yes

Required Education: Degree Preferred

Location: (Hybrid) New York

Salary Range: \$215,000 to \$250,000

The New York office of Arnold & Porter is seeking first to third year trusts and estates associates for the Private Client Services Group.

Arnold & Porter's world-class Private Client Services practice is recognized for the sophisticated, highly sensitive matters handled on behalf of clients. The firm provides an interdisciplinary approach to addressing the complex needs of family offices, family business owners, and individual clients, with top-tier counselling on a wide variety of issues relating to estate planning, tax, real estate, family disputes, strategic business organization, and succession planning.

Qualified candidates must have experience in trusts and estates, transfer tax, and associated income tax areas of the law. Some experience in the field is required, with a minimum of one year of work experience in the field preferred. We welcome candidates that have completed or are in the process of completing LLM's in taxation or estate planning. Applicants who have had significant and meaningful experience on the international tax planning front are preferred.

Applicants must currently be licensed, or currently be eligible to become licensed, to practice law in New York.

The salary range for this position in New York is \$215,000 to \$250,000, commensurate with experience.

Position Title: Real Estate Associate - Junior to Mid-Level

Practice Group: Real Estate

Positions Available: 1

Full Time: Yes

Required Education: Degree Required

Location: (Hybrid) Washington, DC

Arnold & Porter is seeking junior to mid-level associates (class of 2019 - 2022) for the Real Estate Practice Group in the Washington, DC office.

With over 65 lawyers across the firm's U.S. offices, the Real Estate Practice Group is involved in a wide range of transactions, including development, equity financing, debt financing, purchases and sales, public/private partnerships and leasing.

The Real Estate Practice Group in the Washington, DC office includes 14 lawyers and is consistently ranked in the highest tier by Chambers. The primary focus of the group is representing real estate developers, owners, users and institutions in the Washington metropolitan region in transactions involving large-scale commercial, residential, hotel and mixed-use projects.

Qualified applicants for this position must have a minimum of one year of experience working on commercial real estate transactions. All applicants should have excellent academic credentials and references, and strong writing skills.

Applicants must currently be licensed, or currently eligible to become licensed, to practice in Washington, DC.

Position Title: Real Estate Associate – Senior Level

Practice Group: Real Estate

Positions Available: 1

Full Time: Yes

Required Education: Degree Required

Location: (Hybrid) New York

Salary Range: \$370,000 to \$415,000

Arnold & Porter's Real Estate Practice Group is seeking a senior associate for its New York office. Qualified applicants must have a minimum of five years of experience working in teams and independently managing various components of one or more of the following transactions: lender or borrower side mortgage and mezzanine financings, real estate acquisitions and dispositions, and joint venture deals. All applicants must have strong analytical, verbal, and written communication skills as well as exceptional business acumen and experience working directly with clients. Applicants will have the opportunity to join a growing and nationally ranked practice, work on complex and sophisticated transactions, and work with collegial and team-oriented attorneys who are invested in their growth and development. All applicants must have excellent academic credentials and references.

Applicants must currently be licensed, or currently be eligible to become licensed, to practice law in New York.

The salary range for this position in New York is \$370,000 to \$415,000, commensurate with experience.