



NEW JERSEY OFFICE OF THE SECRETARY OF

**HIGHER
EDUCATION**

The Office of the Secretary of
Higher Education
(OSHE)

NJ Career Accelerator
Internship Grant
Opportunities

Legal

Malamut & Associates

457 Haddonfield Rd., Suite 500, Cherry Hill, NJ 08002

Legal Assistant, In-person, 1 open position

Overview of Position

This is an on-site role for a Legal Assistant located in Cherry Hill, NJ. The Legal Assistant will be responsible for providing administrative assistance to lawyers, assisting in legal document preparation and filing, and communicating with clients and other professionals. The Legal Assistant will also be responsible for performing research, responding to inquiries, and providing general office support.

Responsibilities/Duties/Projects

Legal Assistant duties can include the following:

Duties and Responsibilities

- Provide legal support to attorneys and paralegals throughout the litigation process.
- Maintain team calendars including docketing deadlines and important events.
- Coordinate email, calendars, contacts, tasks, or similar communications.
- Coordinate phone calls, voicemail messages, and conference calls.
- Draft, revise, proofread, and transcribe legal documents and correspondence.
- Revise and manipulate documents in Word and PDF software.
- Complete electronic court filings in state and federal courts.
- Schedule, coordinate, track, and manage meetings both internally and externally.
- Proactively monitor attorney calendars and prepare necessary documents for upcoming meetings, hearings, and depositions.
- Schedule and coordinate depositions.
- Initiate, track, and organize vendor payments and settlement checks.
- Communicate effectively, courteously, and professionally with clients, attorneys, and professional staff.
- Efficiently and effectively learn and utilize new and existing firm technology.

Desired Majors

Open to all Majors

How To Apply

Send resume to sherri@malamutlaw.com

The Law Office of Joseph A. DiPiazza, LLC

215C Rivervale Road River Vale, NJ 07675

Summer Legal Internship Opportunity in Solo Attorney Real Estate Law Practice, Hybrid,
1 open position

Overview of Position

Embark on a rewarding legal internship journey this summer with our solo attorney real estate law practice. Join a dedicated professional in the field of real estate law and gain hands-on experience in a thriving practice. This internship is tailored to provide exposure to the intricacies of real estate transactions, contract negotiations, and property law, allowing you to develop practical skills that will set you apart in your legal career.

Responsibilities/Duties/Projects

Summer Legal Internship Opportunity in Solo Attorney Real Estate Law Practice duties can include the following:

- Conduct research on real estate laws, regulations, and precedents.
- Assist in drafting and reviewing real estate contracts, agreements, and legal documents.
- Attend property closings and meetings with clients
- Work closely with the attorney to analyze title reports and address any legal issues.
- Participate in the due diligence process for real estate transactions.
- Collaborate on legal strategies and provide support in case management.

Desired Majors

Open to all Majors

How To Apply

Send resume, cover letter, and transcripts to joe@jadlawfirm.com