

## Paralegals & Administrative Staff

Caplin & Drysdale paralegals support the firm's attorneys by assisting with substantive legal work as well as administrative tasks. Paralegals play an integral role in client matters, and work closely with our attorneys to deliver preeminent client services. Typical tasks involve document drafting, organization and review, legal research, assistance with due diligence matters, and the general support of attorneys and staff members.

For more information, please contact Nawel Moreno at [nmoreno@capdale.com](mailto:nmoreno@capdale.com).

### Apply for a Paralegal Position

At Caplin & Drysdale, we value our administrative and professional staff, and recognize that all employees are crucial to the success of our firm. Our staff consists of a diverse group of professionals who believe in the common goal of providing the highest quality of support to our attorneys, clients, and each other. We employ staff in departments such as Accounting, Administration, Information Systems, Human Resources, Records, General Services, Marketing, and Library Services.

The firm offers a competitive salary and comprehensive benefits including a generous leave program, performance and year-end bonus program, medical and dental plans, 401k retirement plan, and qualified transportation benefits. Caplin & Drysdale's aim is to provide a work environment where people can work together comfortably and productively. We do not tolerate discrimination under any circumstance, including on the basis of race, color, gender, national origin, age, disability, religion, sexual orientation, political affiliation, marital status, veteran status, or any other factor.

You may view available support staff opportunities and apply online as desired. All qualified applications will receive consideration. For more information, please contact Karla Monroe at [kmonroe@capdale.com](mailto:kmonroe@capdale.com).

### Apply for a Support Staff Position

#### Open Position

Legal Secretary – Washington, D.C. Office