

## PROFESSIONAL STAFF



### *Make Your Mark*

Our success hinges on the talent of our people. Professional staff are integral members of our team and contribute high-quality, substantive work that makes a difference.

You'll enjoy a collegial, collaborative culture and an enthusiastic team of colleagues who care deeply about our community, along with the resources and support to help you perform at your best.

### What We Look For

Lewis Roca seeks candidates who are highly motivated, service-oriented, and dedicated to the pursuit of excellence.

We value the fresh perspectives and strong interpersonal relationships that flourish in an inclusive workplace. Our professional staff bring diverse skills and experience to their work for the firm, reflecting our commitment to amplifying voices from a wide range of backgrounds.

If you're ready to step up to a career that appreciates talent and hard work, we'd like to get to know you.

## BUSINESS PROFESSIONALS

Our team includes specialists in marketing, business development, human resources, information systems, office management, and accounting with a passion for doing exceptional work in their fields.

Find Your Place With Us

## LEGAL ADMINISTRATIVE ASSISTANTS/SECRETARIES

Our representations include corporate and commercial transactions, litigation and dispute resolution, intellectual property, government and regulatory, gaming, and more.

You'll contribute to the success of complex cases across a broad range of practices and industries, often involving multiple parties and jurisdictions, substantial economic claims, and the most challenging legal issues.

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## PARALEGALS

Our paralegals enjoy significant responsibility, working closely with lawyers on varied and challenging assignments. They are specialists in their chosen practice areas, and many have cross-trained in other areas to provide broader experience to address various subject matter issues that arise in their work. Our paralegals utilize technology, work experience, and life experience to solve complex problems in the most efficient and effective way to ensure clients receive best-in-class work product. Our paralegals' dedication and pursuit of excellence in all matters ensures outstanding service to our clients as well.

The ideal paralegal has outstanding analytical, research, and technological abilities. Paralegals who achieve the Certified Paralegal designation from NALA or the Registered Paralegal designation from NFPA, as well as specialty certifications, are valued for seeking exemplary competence in their fields.

Contact:

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Paralegal Manager  
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## How to Apply

Are you ready to take the next step in your career?

Our process starts with an online application. Please click below for current openings. If you don't see an opening that suits you, we encourage you to check back periodically.

If you need assistance completing the application process, [click here](#) for more information on accessibility.

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*Lewis Roca is an Equal Opportunity Employer. We do not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, national origin, color, age, physical or mental disability, spousal affiliation, marital status, a serious medical condition, genetic information, veteran status, or any other basis prohibited by federal, state, or local law.*

### Quotes

Lewis Roca is a great firm to work for. The firm has top-notch lawyers that provide excellent service to their clients and are, in the simplest of terms, good people to work for. Thanks for allowing me to be part of your team.

Lewis Roca Employee

The firm has exceptional staff and management, innovative and cutting-edge technology, and a great focus on teamwork. The various offices communicate well and accomplishments are celebrated. The sky is the limit.

Lewis Roca Employee

### A Culture of Collaboration

Our firm is driven by the relationships we build – from the clients we serve to our pro bono initiatives, support for our local communities, and focus on equity and inclusion. We believe in fostering interpersonal growth by committing to causes and initiatives that reflect our core values.

Firm Overview

Diversity, Equity and Inclusion

Community

Pro Bono