

Davis Polk

Davis Polk & Wardwell LLP (including its associated entities) is an elite global law firm with world-class practices across the board. Clients know they can rely on Davis Polk for their most challenging legal and business matters. Our approximately 1,000 lawyers located in 10 offices in the world's key financial centers and political capitals collaborate seamlessly to deliver exceptional service, sophisticated advice and creative, practical solutions. Visit davispolk.com.

Job Description

Job Title	HSR Specialist & Practice Resources Associate
Location	New York, NY or Washington, DC
Department	Litigation, Antitrust & Competition
Reports to	Practice Group Coordinator and HSR Counsel
Position Summary	This position will consist of (1) assisting with premerger notification filings under the Hart-Scott-Rodino Antitrust Improvements Act; (2) creating and maintaining practice group resources, such as standard forms and templates; (3) assisting with preparation of client presentations and other business development initiatives; and (4) coordinating training programs for the Antitrust & Competition practice group.
Essential Duties and Responsibilities	<p>Typical responsibilities include, but are not limited to, the following:</p> <p>Competition Filings</p> <ul style="list-style-type: none">— Prepare premerger notification filings under the Hart-Scott-Rodino Antitrust Improvements Act (“HSR filings”).— Work with Davis Polk deal teams to gather information and coordinate unified interactions with clients.— Work with clients to gather information and collect documents to complete HSR filings.— Coordinate with external counsel with respect to HSR filings.— Supervise attorneys assisting on HSR filings and answer attorney questions about the process.— Conduct analyses to determine the need for HSR filings.— Prepare and deliver internal training materials on HSR filing procedures. <p>Practice Group and Business Development Resources</p> <ul style="list-style-type: none">— Coordinate and update internal and public websites to reflect ongoing changes in applicable laws and regulations.— Manage and update Antitrust & Competition precedent resources.— Work with attorneys in the Antitrust & Competition group to develop and promote client training programs, presentation materials, client alerts, or other client communications.

Practice Group Training and Events

- Organize, design and deliver training programs for the Antitrust & Competition group and for cross-group and summer associate training programs.
- Work with Professional Development on group initiatives, including helping to promote work of the group within the firm.

Qualifications/Position Requirements

- Basic knowledge of antitrust and competition law.
- Basic familiarity with HSR filing process.
- Excellent organizational skills.
- Excellent communication skills, both written and oral.
- Ability to work independently and also collaboratively with other offices and staff.
- Excellent leadership skills and able to inspire confidence among associates and firm leaders.

Education and/or Experience

- JD required.
- At least four years as a practicing attorney in a law firm.
- At least one year of experience completing HSR filings.

Compensation

The expected base salary range for this position ranges from \$315,000 -- \$400,000. Salary offers are based on a wide range of factors including relevant skills, training, experience, education, and, where applicable, licensure or certifications obtained. Market and organization factors are also considered. Davis Polk offers a competitive salary and comprehensive benefits package.

To Apply

Submit resume, cover letter, and transcript to:
cristina.attard@davispolk.com.
