



Harter Secret & Emery LLP

ATTORNEYS AND COUNSELORS

[WWW.HSELAW.COM](http://www.hselaw.com)

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ADMINISTRATIVE ASSISTANT EMPLOYMENT OPPORTUNITY Document Services Center

Harter Secret & Emery LLP is seeking an experienced Administrative Assistant for the firm's Document Services Center. This position provides word processing and other software support to attorneys, paralegals and administrative assistants. The qualified candidate will provide floater coverage to various departments during the absence of administrative staff throughout the firm.

Job Responsibilities:

- Creation, modification and proofreading of various documents using Microsoft Office applications
- Work as part of a team to provide quality service to all HSE staff
- Perform administrative duties for various departments

Education / Experience Requirements:

- A.A.S. in Secretarial Science or Office Technology preferred; 2 to 3 years administrative or word processing experience required, prior legal practice experience preferred
- Proven proficiency in Microsoft Word, Outlook, Excel and PowerPoint required, knowledge of Adobe applications helpful; proven ability to learn and adapt to different software systems desirable
- Ability to create, revise and print documents using computer system software, forms or scanning device
- Ability to transcribe dictation from various practice groups
- Ability to accurately proofread and check typed material for grammatical, typographical, spelling, word usage and format errors
- Strong administrative skills (filing, contacts and calendar maintenance, dictaphone and timekeeping)
- Strong knowledge of office equipment usage (copier, fax and telephone)
- Knowledge of general legal terminology, document formats, and legal office procedures
- Good writing skills, including proper spelling and grammar; accuracy; attention to detail
- Good organizational skills; ability to respond to multiple priorities and deadlines
- Ability to work effectively with a variety of clients and staff, and be flexible while working in changing assignments

Recruiting Information:

- Competitive salary dependent on education and relevance of prior work experience
- Excellent benefits package:
 - Eligible to begin accrual of 3 weeks vacation at 1 year of service
 - Significant employer contribution toward health insurance
 - Participation in 401(k) plan upon completion of eligibility requirements

For additional information, contact Rebecca Graf, Assistant Director of Human Resources, Harter Secret & Emery LLP, 1600 Bausch and Lomb Place, Rochester, New York 14604; (585) 231-1180; Apply online at www.hselaw.com (select 'join us'). EOE

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