



Harter Secrest & Emery LLP

ATTORNEYS AND COUNSELORS

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ADMINISTRATIVE ASSISTANT EMPLOYMENT OPPORTUNITY Document Services Center On-going Recruitment

Harter Secrest & Emery LLP continually accepts and reviews resume for Administrative Assistants. This position provides word processing 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. Interviews are scheduled as the need arises for replacement or additional staff.

Job Responsibilities:

- Creation, modification and proofreading of various documents using Microsoft Office
- 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 secretarial or word processing experience required, prior legal practice experience preferred;
- Proven proficiency in Microsoft Word; knowledge of Excel, PowerPoint, and Access helpful;
- Ability to create, revise and print documents using computer system software, forms or scanning device;
- Ability to transcribe dictation materials from various practice groups;
- Ability to proofread and check typed material for grammatical, typographical, spelling, word usage and format errors;
- Strong secretarial skills (file and calendar maintenance, dictaphone, timekeeping and client billing)
- Strong technology knowledge of office equipment usage (copier, fax and telephone);
- Knowledge of general legal terminology, documents, and legal office procedures;
- Good writing skills, including proper spelling and correct 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 in working in changing assignments;

Recruiting Information:

- Competitive salary dependent on education and relevance of prior work experience
- Excellent benefit package
 - 3 weeks vacation at 1 year of service
 - Significant employer contribution toward health insurance

*For additional information, contact Rebecca Graf, Assistant Director of Human Resources, Harter Secrest & Emery LLP
1600 Bausch and Lomb Place, Rochester, New York 14604; (585) 231-1180; Email resume and cover letter to
hr@hselaw.com*

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