



Harter Secret & Emery LLP

ATTORNEYS AND COUNSELORS

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RECORDS MANAGEMENT CLERK EMPLOYMENT OPPORTUNITY Rochester, NY

This position provides records management and project support to various practice groups within the Firm. This is an excellent opportunity for the qualified candidate with relevant coursework and experience that includes filing, recordkeeping, and other clerical tasks.

Job Responsibilities:

- Organize materials, file documents and correspondence; maintain organized and up-to-date files for assigned legal staff; and administrative departments; prepare files for long and short term retention
- Retrieve and deliver files; maintain logs, in-out checklist, and other documents and records
- Provide assistance to assigned practice group with clerical and data entry tasks
- Assist with special records management projects as required
- Provide daily coverage support to reception and/or switchboard

Education / Experience Requirements:

- High School diploma; Associate's degree or college coursework desirable
- 1 to 2 years filing, records retention or similar office/clerical experience preferred
- Excellent written and verbal communication skills
- Attentive to detail, accurate with names and numbers
- Competency in Microsoft Word, Excel, and Outlook
- Strong organizational skills; ability to respond to multiple priorities and deadlines
- Ability to work independently once trained; the ability to work effectively with a variety of staff

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

Additional Essential Requirements:

- Duties routinely require bending and stooping to file materials in cabinets and storage areas. Records Management Clerks routinely lift and carry files, documents, and other materials, separately or in boxes of 12-20 pounds each.

For additional information, contact Rebecca Graf, Assistant Director of Human Resources, Harter Secret & Emery LLP, 1600 Bausch and Lomb Place, Rochester, New York 14604; qualified candidates should apply on-line at www.hselaw.com (select 'join us'). EOE

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