**Department:** Real Estate

**Location:** Rochester, NY

**Classification:** Nonexempt

**Reports to:** Partner(s) and Associate(s)

**Company Overview:**

It is an exciting time to be at Woods Oviatt Gilman. Through our continued growth, we work very hard to maintain an environment that is fun and a place to feel proud of while out in the community. The firm recognizes the importance of work/life balance and many programs are in place to support that philosophy.

**Summary:**

We are looking for a self-motivated Legal Assistant to join our growing team. This position is responsible for supporting attorneys and paralegals by performing a variety of administrative duties, including drafting correspondence, answering phones, communicating with attorneys, clients, and court personnel. Our ideal candidate must be a professional with a strong sense of discretion and experience working in a law firm.

**Duties and Responsibilities:**

* Cultivate and maintain an efficient documentation and filing system for development/zoning files
* Assist attorneys with preparing and processing development applications, including but not limited to docketing (pre and post approval).
* Utilize internet based resources to gather and synthesize property information
* Acquire information and copies from various municipalities and professionals (architects, engineers, etc.) to process and advance development applications
* Obtain copies of recorded documents from various governmental offices where applicable, obtain tax receipts for properties
* Open new files, request conflict of interest checks, and maintain (including indexing and organizing) client and general files
* Prepare correspondence and other legal documents from written or verbal instruction.
* Draft various letters to clients based on the specific transaction/matter
* Log attorney's time for billing purposes and work with accounting to generate bills
* Provide admin support such as transcribing dictation, maintaining calendars, setting up meetings, coordinate courier deliveries, sorting and distributing mail, and filing
* Assist with overflow projects/assignments such as filing, photocopying, scanning, or reception relief and perform other duties as needed upon request by immediate supervisor.

**Requirements:**

* 1-3 years prior law firm administrative assistant experience preferred
* Bachelor's degree preferred
* Working knowledge of Adobe and Microsoft Office Suite: Outlook, Word, Excel, and PowerPoint
* Strong typing, computer, organizational, and administrative skills with meticulous attention to detail
* Excellent communication and interpersonal skills
* Ability to prioritize workload and independently manage multiple tasks
* Must be a team player and use firm resources effectively and efficiently
* Must maintain professional contact with attorneys and staff and observe confidentiality of client and firm matters
* Type a minimum of 60 wpm

**Physical Requirements**:

Although a mainly sedentary position, applicants must have the ability to carry files, bend and stand for extended periods of time.

**Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.**