**Department:** Corporate / Litigation

**Location:** Rochester, NY

**Classification:** Nonexempt

**Reports to:** Human Resources Director

**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 Overflow 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:**

* Work with attorneys and paralegals with revising corporate forms and transactional documents
* 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 indexes and assemble electronic binders for closing of business transactions; assemble binders for business entity formations
* Log attorneys’ 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, 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

**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.**

To apply, visit our website at [www.hr.woodsoviattgilman.com/careers/staff-opportunities](https://hr.woodsoviattgilman.com/careers/staff-opportunities). For additional information, please contact Christiana Ortiz- Schmanke, Recruiter at cortiz@woodsoviatt.com.

Woods Oviatt Gilman LLP is committed to the policy of equal employment opportunity.  This policy expressly prohibits discrimination on the basis of sex, race, color, religion, creed, national origin, age, marital status, family status, sexual orientation, disability, genetic predisposition or carrier status, domestic violence victim status, veteran status or status as a member of any other protected group or activity.

Woods Oviatt Gilman LLP will reasonably accommodate individuals with disabilities throughout the employment selection process. If you believe you need an accommodation during the selection process, please contact the Human Resources Department at 585.98..2868 to make a request.