



## Opening for Full-time Legal Secretary

Gross Polowy LLC, a Best & Brightest Companies to work for in NYS and Best Places to Work in WNY is an established law firm in the real estate industry, is looking for professional candidates who are proactive, organized, dependable and detail oriented to work in our **Litigation** department. Secretary to Litigation attorney responsible for drafting motions, filing of motions with county clerks, following up for decisions with the county. Working within firm's case management system. Applicant must be detail orientated and capable of working efficiently to meet changing priorities and deadlines.

### **JOB DUTIES/RESPONSIBILITIES**

Draft correspondence to client and opposing counsel with attorney oversight and input.

Compose a template for pleadings, serve on opposing counsel, submit to court, and obtain local counsel if necessary.

Prepare the caption and signature line for reply papers to opposition.

Prepare the caption and signature line as well as a brief procedural posture for affirmation in opposition to defendants' motion.

Fax, file, scan, clerical duties, empty attorney's mailbox, prepare overnight packages.

Proof read all documents before sending to court.

Compile documents to include in the motions/applications.

Contact, prepare and notice local counsel, opposing counsel, mortgagors, county clerks and provide all papers and information needed.

Maintain constant contact with local counsel before hearing to ensure proper coverage for court appearances; constant contact with opposing counsel per attorney directives.

Update client systems and firm's case management system with timely updates and complete tasks in a timely manner

Calendar motion dates and appearances.

Approve Invoices.

Additional duties as assigned and/or as business needs dictate.

### **EXPERIENCE LEVEL & BEHAVIOR**

1 – 2 years of office legal experience but willing to consider less experience

Able and willing to bring questions and/or concerns to direct Manager

Displays a positive attitude when under pressure of deadlines

Overtime required as per department demands

### **REQUIRED KNOWLEDGE, SKILLS, & ABILITIES**

Solid computer skills and accurate keyboarding skills

Strong organizational skills and attention to detail

Strong time management skills

Strong comprehension and problem solving skills, with the ability to think analytically

Strong verbal and written communication and client interpersonal skills

Self-motivated and proactive individual

Ability to work in a team environment to meet changing priorities and deadlines, as needed

The pay range for this position at commencement of employment is expected to be between \$18.00/hour - \$22.00/hr; however, base pay offered may vary depending on multiple individualized factors, including market location, job-related knowledge, skills, and experience. The total compensation package for this position may also include other elements, including a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits), dependent on the position offered. Details of participation in these benefit plans will be provided if a candidate receives an offer of employment.