



Gross Polowy LLC

Team Member Opening: Legal Secretary
Department: Litigation
Reports to: Nathan Grygier, Manager
Location: Williamsville, NY (hybrid after initial training)

About Gross Polowy:

As a two-time recipient of New York State's "Best & Brightest Companies to Work For", a seven-time winner of "Best Places to Work" and a two-time winner of "Healthiest Employers" by the Buffalo Business First journal, Gross Polowy prides itself on being a people-first, employer of choice. Established in 2011, our practice is focused in the financial services and real estate industry. Through multiple offices across our geographic footprint, our attorneys and legal professionals work as one team, at our best each day, toward the shared goal of "Achieving Greatness in All We Do." As a culture, we are consciously committed to the communities in which we live and work and provide support to a variety of local charitable organizations.

You'll Thrive Here If:

If you are a well-rounded, results driven, ambitious, and highly motivated individual who enjoys rolling up their sleeves to add value to shared goals, you'll thrive at GP.

About the Role:

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. Ideal candidate must be detail orientated and capable of working efficiently to meet changing priorities and deadlines.

Duties:

Update clients system of record
Follow-up on document requests from client, title companies, etc. & record documents.
Draft correspondence
Draft & type pleadings, serve on opposing counsel, submit to court, and obtain local counsel if necessary.
Prepares Outlines for per-diem counsel appearances
Fax, file, scan, clerical duties, prepare overnight packages.
Submit various pleadings to court including but not limited Orders to Show Cause-Affirmations in Opposition, Affirmations in Support, Reply/Reply Affirmation, proof read all documents before sending to court
Compile documents to include in the motions/applications
Prepare and notice local counsel, opposing counsel, mortgagors, and clerk
Contact with Court/Clerk's for prompt return of papers and to ensure Court has everything necessary to render a decision
Contact local counsel to appear and provide all papers and information needed
Update client systems and firm's proprietary system of record.
Ensure Court is in receipt of proper docs
Maintain constant contact with local counsel before hearing to ensure proper coverage for court appearances; constant contact with opposing counsel per attorney directives
Send papers for filing
Additional, duties as assigned and/or as business needs dictate



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Knowledge, Skills + Abilities:

- 1 – 2 years of office experience but willing to consider less experience
- Displays a positive behavior when under pressure of deadlines
- 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

Compensation Range: \$19.00 - \$22.00/hour

*Base pay offered will vary by candidate and is based on various individual factors including but not limited to: 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). If offered, details of participation in these benefit plans will be provided if a candidate receives an offer of employment.