



Litigation Secretary

Professional, self-motivated, tech-savvy, committed individual sought to provide administrative support in a fast-paced, exciting work environment in the firm's litigation practice group. This is a full-time position, with flexibility for overtime as needed.

Location

Albany, NY

Qualifications

- High school degree or equivalent; Associates degree preferred
- Minimum of five years of experience as a litigation secretary; labor and employment experience preferred
- Knowledge of local, state, and federal court rules and familiarity with civil procedures
- Excellent written and verbal communication and interpersonal skills
- Excellent Microsoft Office Suite, Outlook, Word, Excel, and PowerPoint skills
- Strong typing, computer, organizational, and administrative skills with meticulous attention to detail
- Ability to prioritize workload, deal with urgent client needs, and independently manage multiple tasks
- Must be a team player
- Must maintain professional contact with clients, attorneys, and staff and observe confidentiality of client and firm matters

Responsibilities

- Create and edit documents in Word, Excel, PowerPoint and other applications from handwritten copy, typed copy, and dictation
- Maintain current and well organized client and general files and pleadings binders
- Electronically file federal and bankruptcy court documents



- Administer multiple calendars, schedule meetings, prepare expense reimbursements and oversee travel arrangements
- Prepare correspondence as directed by attorneys
- Ensure proper setup and handling of client files
- Manage client intake process, timekeeping and billing
- Strong commitment to individual assignments, as well as to the secretarial team

To apply for this position, please visit www.nixonpeabody.com/careers.asp or go to <http://selfapply.nixonpeabody.com>.

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