

Skarzynski | Marick

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Position:	Legal Secretary, Litigation
Firm Address:	Skarzynski Marick & Black LLP One Battery Park Plaza, Fl. 32 New York, NY 10004
Send Resumes to:	srehal@skarzynski.com mcolumbia@skarzynski.com
Salary Range:	\$85,000 - \$95,000
Experience Desired:	Minimum 5 years
Number of Attorneys Supported:	5-6 (plus overflow from assistant pool)
Hours:	Monday – Friday, 9:00 AM – 5:15 PM (one-hour lunch and two 15 min. breaks)
Current Hybrid Schedule:	3 Days In-Office / 2 Days Remote

About Skarzynski Marick & Black LLP

Co-centered in New York and Chicago, our firm advises insurers in complex coverage matters and litigates high-profile coverage disputes across the country. The firm offers the experience of a large firm, practicing in a more personal and collegial environment. Our New York office is in a premier Class A building, and we work on a hybrid basis (a combination of in-office days for collaboration and mentoring, and other work from home days). Skarzynski Marick & Black LLP is an Equal Opportunity Employer and Mansfield Certified. All qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex or any other unlawful factor. Only candidates contacted for an interview will receive a response.

About the Role

This position is in our New York office in downtown Manhattan and reports directly to the Secretarial Coordinator and Director of Administration. We offer a competitive salary commensurate with experience and a comprehensive benefits package, as well as a dynamic and friendly work environment and the opportunity for personal and professional growth.

The ideal candidate will be dependable and punctual, have excellent verbal and written communication skills, ability to multi-task and work well with others.

We are looking for a candidate with the following skills and experience:

- A strong understanding of court procedures (both federal and state) and be knowledgeable in reviewing ECF Rules and Judges' individual rules
- Must be comfortable with calling the clerk's office to sort out procedures for more complex situations
- Must be able to electronically file documents with various courts, both state and federal
- Proficient in editing and formatting letters, reports, pleadings and briefs
- Proficient in creating Tables of Contents /Tables of Authorities
- Proficient using Adobe Acrobat, including converting documents, organizing and inserting pages, redacting, bates stamping, bookmarking and hyperlinking.
- Familiarity with transcription software and transcribing dictations
- Strong calendar management
- Experience with editing and finalizing attorney bills (would be helpful but can train)
- Experience preparing and submitting expense reports, check requests, credit card reconciliation forms
- Experience opening new matters and clients
- Ability to research options and pricing for attorney travel
- Proficient in creating and editing PowerPoint presentations
- Willingness to provide Reception desk lunch and vacation coverage, rotating with the other legal secretaries

Education:

- Minimum high school graduate, some college or college degree preferred

Requirements:

- Minimum 5 years of litigation experience
- Advanced Microsoft Outlook, Word, Excel and PowerPoint skills required.
- Must be willing to work in-office at least 3 times per week, and more if needed

Benefits:

- Health Insurance - Blue Cross Blue Shield of Illinois
- Dental Insurance - Sunlife
- Basic Life Insurance (1x salary)
- Long Term Disability Insurance
- Vision Insurance
- Transit Program
- 401K