



Boylan Code LLP has a unique opportunity for a full-time Client Services Coordinator in our Rochester, New York office.

Boylan Code is a team of more than fifty attorneys, paralegals and support staff, with dozens of areas of expertise, and hundreds of years of collective experience. Our approach is not transactional, it is holistic; we want to understand and serve our clients, their families, their businesses, and their unique issues, challenges and opportunities. Our strong commitment to client service is at the heart of everything we do. Everyone at Boylan Code shares a commonality of purpose – we are passionate about the idea that the right people can and do provide the intellectual strength, passion and vision to become key drivers of success for our clients.

Boylan Code is ranked in the Rochester top tier by Best Lawyers in America for Alternative Dispute Resolution, Bankruptcy & Creditor/Debtor Rights, Corporate Law, and Trusts & Estates.

**Job Description:**

The Client Services Coordinator will serve dual roles, spending part of each day providing administrative support to the Firm's litigation and creditors' rights practice areas, and part of each day as the "Director of First Impressions" in our reception area, answering phones, greeting clients and visitors, and receiving and routing packages and other deliveries.

**Primary Responsibilities:**

- Document production by transcribing, inputting, editing and formatting text in all forms of correspondence, pleadings, motions, discovery and other documents
- Assist paralegals with coordination of Court filings, including assembling exhibits and compiling documents in preparation for electronic filing with various Courts
- Arrange for service of process and ensure timely receipt and filing of proof of service
- Client intake, including opening files and preparing engagement letters
- File organization and maintenance; close files as cases are completed and arrange for off-site storage
- Maintain attorney calendars, including scheduling client meetings, court appearances, depositions and internal meetings; coordinate and order meals for meetings as required
- Enter attorney time into billing software program (Juris)
- Act as front-desk receptionist for three hours per day, including answering and directing phone calls, greeting clients and visitors, receiving and routing packages and other deliveries (may require additional hours when job-share receptionist is on vacation)
- Provide occasional administrative assistant vacation back-up coverage to other departments as needed

**Required Experience/Skills:**

The ideal candidate will possess at least three years of legal administrative assistant experience, preferably in litigation, collections or foreclosures; a minimum typing speed of 65 wpm; outstanding grammar and proofreading skills; a professional demeanor and strong telephone presence; superior attention to detail; and the ability to work well as part of a collaborative team. Must enjoy a high level of personal interaction as this position will entail a great deal of client contact. High proficiency with Microsoft Office Suite (Word, Outlook, Excel and PowerPoint) is required.

Please email your cover letter and resume in complete confidence to Susan M. Gross, Director of Human Resources, at [sgross@boylancode.com](mailto:sgross@boylancode.com).

Boylan Code 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 Susan Gross, Director of Human Resources, at [sgross@boylancode.com](mailto:sgross@boylancode.com), to make a request.

Boylan Code 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, 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.