



Boylan Code LLP, an established law firm with a highly sophisticated corporate law practice, has an immediate need for a talented administrative assistant with a minimum of three years of experience in both corporate law and commercial litigation for our Rochester, New York office. We are looking for someone who is quick on their feet, detail oriented and able to shift priorities easily. Duties of the position include word processing; preparation and editing of correspondence, pleadings, motions, discovery demands and responses, as well as a broad range of documents pertaining to corporate transactional work; court filings; trademark filings; extensive client contact; client intake, including file opening and preparation of engagement letters; maintaining attorney calendars; file maintenance; time entry; and switchboard relief.

Our ideal candidate will possess three to five years of experience in both corporate law and commercial litigation; proficiency in Microsoft Office software products; minimum typing speed of 65 wpm; superior grammar and proofreading skills; a professional demeanor; strong telephone presence; the ability to work well independently and as part of a collaborative team; and initiative and passion for his or her work.

We offer a highly competitive salary and benefits package, including:

- A substantial contribution toward medical insurance (some plan options are fully funded by the Firm);
- Fully paid life and long-term disability insurance;
- 401(k) plan, including Firm match;
- Dental plan with optional vision benefits;
- Flexible Spending Account plan;
- Supplemental life insurance;
- Employee Assistance Program;
- Discounts on auto and homeowner's insurance;
- Business casual workplace; and
- Free parking.

At Boylan Code, we take great pride in providing our attorneys and staff with a healthy work/life balance. Our family-friendly culture is what sets us apart from other firms. We are 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.

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

We regret that we cannot accept telephone inquiries regarding this position. Only those candidates invited to interview will receive a response.

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, 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.