



Boylan Code  
Canandaigua

William R. Kenyon & Russ Kenyon Esq.

Boylan Code LLP has an immediate opening for an experienced Administrative Assistant with legal experience for our Canandaigua, New York office.

This position requires experience in supporting attorneys and paralegals. We are looking for someone who can hit the ground running on day one. We seek a candidate with excellent typing, grammar and proofreading skills, a professional demeanor, and a "can do" attitude. The candidate must be able to work independently and as part of a cohesive team. Proficiency in Microsoft Office and a solid commitment to client service are essential for this position. A Notary Public license is helpful but not required.

This is a full-time position with a highly competitive wage and benefits package.

Boylan Code LLP is a full-service law firm with offices in Rochester, Canandaigua, and Newark, New York. We provide legal expertise in various specialized practice areas to help our business, municipal, financial, and individual clients achieve their most important goals. We serve as trusted advisors to our clients, focusing on the fundamental values shared by entrepreneurial start-ups and the largest multi-national corporations. From formation through liquidity, we provide our clients with advice and legal solutions to protect and maximize the value of assets every step of the way and to help their owners and other key stakeholders achieve their most important business and personal goals.

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

Please forward your cover letter and resume in complete confidence to the following:

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

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.