



Boylan Code LLP, an established law firm with a highly sophisticated Trusts and Estates practice, seeks a talented administrative assistant with a minimum of three years of legal experience for our Rochester, New York office.

This position requires experience in supporting attorneys and paralegals in our Trusts and Estates practice area. 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 strong commitment to client service are essential for this position.

This is a full-time position with a highly competitive wage (range is between \$25.00-\$28.00/hour) and benefits package, including:

- A substantial contribution toward medical insurance (some plan options are fully funded by the Firm);
- Dental plan with optional vision benefits;
- 401(k) plan, including Firm match;
- Generous Paid Time Off and sick time package;
- Fully paid life, short-term, and long-term disability insurance;
- Supplemental life insurance;
- Flexible Spending Account plan;
- Employee Assistance Program;
- 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. This is not an entry level position. Only those applicants with three or more years of relevant experience will be considered. We are looking for someone who can hit the ground running on day one.

Please submit your cover letter and resume in complete confidence to:

Kelley C. Allen, Office Manager
Boylan Code LLP
kallen@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 Kelley Allen, Office Manager, at kallen@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.