

Paralegal/Legal Assistant

Vahey Law Offices, PLLC, a Rochester boutique litigation law firm, is seeking a paralegal and/or legal assistant for work in various areas of litigation, including personal injury, insurance coverage, and commercial litigation. Our firm is centrally and conveniently located in Downtown Rochester across from the Hall of Justice. Benefits include competitive salary and benefits package, beautiful, newly renovated office, fully paid parking, etc. Candidates for this position should have at least 1 year experience in a fast-paced firm focused on litigation matters, an excellent work ethic, self-motivated and the ability to work independently, superior communication skills, the desire and ability to work as a team and commit to our core values, and the drive to provide superior service to our clients.

Expected duties and skills include but are not limited to: In general, assisting attorneys with case work, from investigations to trials and appeals as well as certain administrative tasks. More specifically, dealing with docket deadlines, drafting and formatting pleadings and correspondence, scheduling depositions, hearings, and conference calls, maintaining attorney calendars, filing documents in State and Federal Courts, assisting with document management and file organization, and various assistance with practice development.

Interested candidates can send resumes to Stephanie Koszelak at skoszelak@vaheylaw.com