



Position: Paralegal

Vahey Law Offices, PLLC a Rochester based boutique law firm, is seeking a paralegal and/or legal assistant for work in various areas of litigation, including commercial, insurance coverage and personal injury. Our firm is centrally and conveniently located in newly renovated offices in downtown Rochester across from the Hall of Justice and next to the Blue Cross Arena.

Candidates being considered will possess:

- 1+ years of hands-on litigation experience
- An excellent work ethic, being self-motivated with an ability to work independently as well as within a team
- Unwavering integrity
- Superior verbal and written communication skills
- Support a positive culture centered around team play
- Driven to provide superior, unwavering service to each client
- Ability to commit to our core values

Expected duties will include:

- Assisting attorneys with various case work including investigations to trials and appeals
- Drafting and formatting pleadings and other correspondence
- Scheduling depositions, meetings and conference calls
- Be able to work efficiently with good time management
- File documents in State and Federal Courts
- Maintain attorney calendars
- Assist with document management and file organization
- Various administrative tasks
- Assist with practice development

Team members enjoy:

- Competitive Salary
- Eligibility for annual bonus
- Health insurance coverage
- Paid sick time
- 401k with employer match
- Cellular phone re-imbusement
- Paid parking
- Career development re-imbusement

Interested candidate should submit a cover letter and resume to msteinmetz@vahey.com