

Legal Word Processor

Kelley Drye & Warren LLP, a powerhouse firm with the heart of a boutique, is seeking talented professionals to join our Document Production team! We are currently hiring for a Weekend + 2 Day Shift position:

- **Monday & Friday:** 2:00 PM – 11:00 PM
- **Saturday & Sunday:** 10:30 AM – 9:30 PM

These roles support our busy New York-based team and work closely with a firm-wide group responsible for performing high volume, advanced word processing tasks. The team regularly uses Word, Excel, PowerPoint, Kofax Power PDF, Litera Create & NTD, Litera Compare, DocXtools, Best Authority, Canva, Prezi, and other tools as needed.

Please note: Travel to the New York office is required for training during the work week.

Responsibilities/Essential Functions:

- Perform a high volume of word processing tasks using firm-supported software, including but not limited to, Microsoft Word, PowerPoint, Excel, Kofax Power PDF, Adobe Acrobat, Litera Compare, Litera Create & NTD.
- Prepare, revise, format, and finalize documents with accuracy, consistency, and attention to detail and to firm standards.
- Convert PDF's and format text documents using styles; clean up electronically transmitted files and resolve formatting issues and/or corruptions.
- Create and edit documents using templates, styles, and automated features, including tables of contents, tables of authorities, automatic numbering, headings, cross-references, and other advanced Word functions.
- Create and edit Excel spreadsheets and PowerPoint presentations using Firm templates, ensuring professional formatting and accuracy.
- Assist attorneys and staff with document troubleshooting, formatting questions, and resolution of complex document issues.
- Provide user input and feedback to the IT Department regarding new software, software updates, enhancements, and document production workflow improvements.
- Attend training and remain current on firm-supported software, document production tools, and best practices.
- Maintain punctuality, regular attendance, and responsiveness during scheduled work hours.
- Collaborate effectively as part of a remote team of document production operators, ensuring timely completion of assignments and excellent internal client service.

Education/Experience:

- Minimum of 3–5 years of word processing or document production experience, preferably in a law firm or professional services environment.

Knowledge, Skills and Abilities:

- Advanced proficiency in Microsoft Word, including styles, templates, automatic numbering, tables of contents, tables of authorities, cross-references, and section formatting.
- Proficiency with Microsoft PowerPoint, including animation, SmartArt, WordArt, text/picture effects, and inserting and editing audio and video clips.
- Ability to work with complex Excel spreadsheets with knowledge of formulas, filters, VLOOKUP, and pivot tables.
- Strong knowledge of legal document formatting, proofreading marks, document cleanup, PDF conversion, and preparation of client-ready work product.
- Strong problem-solving skills and the ability to troubleshoot complex formatting and document corruption issues.
- Ability to manage a high volume of assignments, prioritize competing deadlines, and work efficiently under time-sensitive conditions.
- Excellent communication and customer service skills, with the ability to work professionally with attorneys, staff, and team members.
- Ability to work independently in a remote environment while collaborating effectively with a team.
- Flexibility to work scheduled shifts, overtime, weekends, or holidays as needed.

The salary range displayed is specifically for those potential hires who will work or reside in New York City if selected for the role. Any offered salary is determined based on internal equity, internal salary ranges, market data/ranges, applicant's skills and prior relevant experience, certain degrees, and certifications (e.g., JD/technology) for example. New York City Salary Range: Low: \$78,000 High: \$86,000.

Please be advised that all communications regarding open positions at our firm will exclusively originate from email addresses ending in @kelleydrye.com. We encourage you to exercise caution and verify the source of any communication claiming to represent our firm.

Kelley Drye & Warren LLP is an Equal Opportunity Employer (EOE).