



# Part Time Legal Word Processor

Kelley Drye & Warren LLP, a powerhouse firm with the heart of a boutique, is seeking a **Part Time, Weekend Shift Legal Word Processor** to join our Document Production team!

This role supports our busy New York-based team and works 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.

Shift Schedule: Fixed weekend shifts on Saturday and Sunday, 10–20 hours per week.

Please note: Travel to the New York office is required for periodic training.

## RESPONSIBILITIES

- Perform a high volume of word processing tasks using software that includes, but is not limited to: Word, PowerPoint, Excel, Kofax Power PDF, Litera Compare, Litera Create & NTD.
- Scan text documents and format using Styles; cleaning up electronically transmitted files and documents.
- Create and edit documents using templates and formatting for automatic feature applications (table of contents, table of authorities, auto numbering and headings via styles, etc.).
- Create and edit Excel spreadsheets, PowerPoint presentations.
- Assist IT Department with user input regarding new software or software adjustments/enhancements.
- Help staff and attorneys with troubleshooting and solving document issues.
- Maintain a punctual schedule and regular attendance.
- Attend training classes to stay current with appropriate software.
- Work as part of a team of operators working remotely.

## QUALIFICATIONS

- 3-4 years' word processing experience in a professional services environment.
- Demonstrate advanced skills using MS Office products with expert knowledge of Excel and PowerPoint. Working knowledge of Litera Products, Canva and Prezi a plus.
- Ability to create templates and diagrams, perform mail merges, use styles proficiently, and create automatic features and form documents.

- Ability to create professional and aesthetically pleasing PowerPoint presentations using skills in transitions and animation, SmartArt, WordArt, text/picture effects, and inserting audio and video clips.
- Ability to work with complex Excel spreadsheets with knowledge of formulas, filters, VLOOKUP, and pivot tables.
- Strong understanding of software to provide document problem-solving assistance.
- High degree of attention to detail.
- Ability to organize assignments, work under pressure, and meet deadlines.
- Ability to communicate effectively and professionally with lawyers, clients, and staff.
- Ability to work unsupervised in a service-oriented environment.

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 Part Time, Legal Word Processor : Low: \$45.00/ hour (\$42,120/year) High: \$47.00/hour (\$43,992/year).

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).

Apply [here](#)