

# COPPS DiPAOLA SILVERMAN, PLLC

Kathleen (“Casey”) Copps DiPaola, Esq., *\*Partner*  
Lorraine R. Silverman, Esq., *Partner*  
Anne Reynolds Copps, Esq., *\* Of Counsel*  
Kayla Molinaro, Esq., *Associate*  
Joseph R. Williams, Esq., *Associate*

Rebecca M. Wager, *Law Clerk*  
Shannon M. Wickenden, *Paralegal*  
Christine M. Wilson-Smith, *Closing/Paralegal*  
Jennifer Tromblee, *Certified Paralegal*

## Job Summary

Fast paced law firm in Albany, NY seeking paralegal and/or legal assistant for a full-time position supporting a team of attorneys focusing in the areas of divorce and family law. We offer competitive compensation/benefits including, but not limited to, paid vacation, paid parking, paid new parent and bereavement leave, 401K plan (with employer match and profit sharing) and medical/dental insurance, and the opportunity to be part of a great team.

## Responsibilities include, but are not limited to:

Candidate will work closely with clients, attorneys and paralegals to conduct client intakes, communicate with attorneys and the courts, draft correspondence, pleadings and assist with discovery. This individual should be highly motivated, detail-oriented and project a positive attitude. Candidates will possess excellent organizational, written/verbal communication and time management skills.

## Qualifications and Skills:

- Associates degree or paralegal certificate from accredited university is preferred, but not required.
- Paralegal or legal assistant experience
- Intermediate knowledge of Microsoft Office including Word and Excel
- Experience with Billing software
- Excellent follow up skills and attention to detail
- Proactive, mature, and professional

We are willing to train the right candidate. To be considered for this role please submit a cover letter with salary requirements to Lorraine R. Silverman, Esq. at [LSilverman@theCDSLAWFirm.com](mailto:LSilverman@theCDSLAWFirm.com). Applications without this will not be considered.