

COPPS DiPAOLA SILVERMAN, PLLC

Kathleen (“Casey”) Copps DiPaola, Esq., *Partner
Lorraine R. Silverman, Esq., Partner
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Kayla Molinaro, Esq., Associate
Veronika Grochowalski, 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
Amy Shake, Paralegal/ Legal Assistant

Receptionist

Job Summary

Fast paced law firm in Albany, NY with a focus in divorce, family law, adoption, real estate, estate planning, and estate administration seeking a receptionist or paralegal for a full-time position supporting a team of attorneys. 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:

- Answering the telephone
- Greeting and interacting with clients
- Drafting of correspondence
- Tracking, monitoring and calendaring relevant dates
- Maintaining files on an ongoing basis
- General administrative duties dictated by attorneys' needs
- Other duties as needed

Qualifications and Skills:

- 3 years of reception experience or legal assistant experience
- Intermediate knowledge of Microsoft Office including Word
- Excellent follow-up skills and attention to detail
- Proactive, mature and professional
- Willing to train the right candidate

To be considered for this associate attorney position please submit a cover letter with salary requirements and a resume to Kathleen (“Casey”) Copps DiPaola, Esq. at kdipaola@theCDSLAWFirm.com. Applications without all of these items will not be considered.