

Word Processing Operator Job Description

FLSA Status: Non-Exempt

Reports to: Word Processing Manager

Hours: 9:30am to 5:30pm with flexibility for extra hours (hybrid)

Labaton Keller Sucharow LLP is looking for a Word Processing Operator to work under immediate supervision of the Word Processing Manager. General document services assistance including preparation of complex legal documents using styles and other advanced functions as necessary, ensuring conformance with court or government agency requirements and Firm or attorney guidelines; troubleshooting, repair, and conversion of electronic files; efficient management of data and generation of lists, reports, etc.; ensure timeliness and quality of work produced; work collaboratively with other Firm personnel.

Responsibilities Include:

- ✘ Revising and creating documents in Microsoft Office with particular attention to detail, spelling, grammar, etc.;
- ✘ Generating Table of Contents, Table of Authorities and merges in Word;
- ✘ Combining tracked changes from multiple authors;
- ✘ Transcription of audio or video recordings into text;
- ✘ Conversion to and from Word, Excel, and Adobe Acrobat PDF;
- ✘ Adding images, text, comments, and highlighting in PDFs and inserting, removing and reorganizing pages;
- ✘ Creation and modification of form fields in Adobe Acrobat;
- ✘ Assist with entry of data into and running reports from the conflicts management system;
- ✘ Additional responsibilities as assigned by Supervisor and/or Attorneys;
- ✘ Availability for overtime.

Knowledge and Skills Requirements:

- ✘ Expert-Level MSWord experience;
- ✘ High level of proficiency in Excel and PowerPoint;
- ✘ High level of proficiency in Adobe Acrobat Pro; working knowledge of Adobe CC a plus

- ✘ Proficiency on office equipment used on a regular basis including computers, printers, scanners, copy machines and telephones;
- ✘ Ability to work independently and read, comprehend, and accurately follow both oral and written instructions with a high degree of personal accountability;
- ✘ Excellent written and oral communication skills, including grammar, spelling and punctuation;
- ✘ Ability to work with deadline sensitive assignments and rapidly changing priorities;
- ✘ Minimum 5 years litigation experience in a Law Firm environment to apply.
- ✘ We are looking to hire in the \$90-95,000/year range.

Please submit your resume and cover letter to careers@labaton.com.