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Job Description

Job Title	Word Processing Operator
Location	New York
Department	Word Processing
Reports to	Supervisor, Word Processing
Exempt/Non-Exempt	Non-Exempt
Work Schedule	Various shifts, Sunday - Saturday (overtime as required)
Position Summary	The Word Processing Operator is responsible for performing computer related work which requires the application of a full range of word processing functions as dictated by the software used to produce documents. The Word Processing Operator is also responsible for transcribing and distributing, faxing, scanning, and copying documents.
Essential Duties and Responsibilities	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none">— Produce a wide variety of documents such as financial documents, correspondence, reports, presentations, and charts— Create, revise and print documents utilizing computer system software, macros, templates and standard forms— Work one-on-one with lawyers on special projects that need specific instruction— Convert documents from various applications to requested applications— Provide word processing assistance to users on every practice floor and other offices— Utilize application skills to provide support in person or over the telephone to users who need application assistance— Transcribe dictation to produce a variety of legal documents as requested for lawyers

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Qualifications/Position Requirements	<ul style="list-style-type: none">— Possess a strong knowledge of word processing fundamentals and understand computer applications in accordance with firm standards— Ability to properly utilize and apply all advanced functions of applications such as MSWord, Excel, PowerPoint, Visio, and Acrobat— Ability to scan documents to text or pdf using various OCR software or other scanning methods— Possess a highly motivated attitude— Willingness to participate in special projects and training— Ability to organize and prioritize numerous tasks and complete them under time restraints— Ability to operate standard office equipment such as a computer, multifunction devices (print/copy/scan/fax), and dictation transcription equipment— Ability to retrieve and distribute files, written documents or office supplies— Work with various hardware media such as flash drives/cds/dvds and datasites— Ability to handle confidential material in a discreet manner— Ability to manage a varied workload and meet deadlines— Must be punctual and reliable— Ensure confidentiality of all the Firm's and clients documentation and information— Strong interpersonal skills— Must be able to work collaboratively with lawyers and business services professionals, demonstrating strong teamwork and a positive attitude
Education and/or Experience	<ul style="list-style-type: none">— Minimum of 3 years of relevant experience, legal or financial Word Processing Center preferred— High School diploma or equivalent
Compensation	Commensurate with experience
To Apply	Submit resume and cover letter to: hr.ny@davispolk.com

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.