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Job Description

Job Title	Proofreader
Location	New York
Department	Word Processing
Reports to	Supervisor, Word Processing
Exempt/Non-Exempt	Non-Exempt
Work Schedule	Various shifts, Monday through Sunday
Position Summary	The Proofreader is responsible for proofreading and editing a variety of legal documents and other printed documentation, correcting format and style as well as correcting errors in type, grammar, punctuation, and spelling using proofreader's marks or Acrobat software.
Essential Duties and Responsibilities	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none">— Proof all legal and business documents, including EDGAR documents, quickly and accurately as per the lawyer's request— Read proof against master and correct errors in type, format, grammar, punctuation, or spelling— Mark corrections on proofs using standard proofreader marks and symbols by writing and/or inserting text callouts using the Acrobat commenting tool— Consult with reference books or online guides for rules of grammar, punctuation and spelling— Ensure that documentation meets document standards and that the style is consistent throughout document— Proof "cold read" documents, i.e., without referring to text or post proofs— Make suggestions for improved readability and note any queries for lawyers

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Qualifications/Position Requirements	<ul style="list-style-type: none">— Excellent attendance and punctuality— Must be highly skilled in the English language— Possess excellent spelling, grammar and punctuation skills— Must be detail-oriented, working both accurately and quickly— Be able to concentrate on material that may be lengthy, dense or technical— Possess the ability to blackline including cumulative blackline— Have the ability to meet deadlines— Must be able to read and understand documentation and write clearly, concisely and legibly— Comply with department procedures, practices and Firm policies— Must be able to work collaboratively with lawyers and business services professionals, demonstrating strong teamwork and a positive attitude— Flexibility in daily schedule to accommodate unexpected situations— Ability to maintain composure and cope with varied situations— Ensure confidentiality of all documentation and information
Education and/or Experience	<ul style="list-style-type: none">— Minimum of 3 years of professional proofreading experience— Bachelor's degree in English
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.