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## Job Description

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<b>Job Title</b>	Word Processing Operator
<b>Department</b>	Word Processing
<b>Reports to</b>	Word Processing Supervisor
<b>FLSA</b>	Non-exempt
<b>Work Schedule</b>	Monday through Friday, 9:30 a.m. to 5:30 p.m.
<b>Position Summary</b>	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.
<b>Essential Duties and Responsibilities</b>	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none"><li>• Produce a wide variety of documents such as financial documents, correspondence, reports, presentations, and charts</li><li>• Create, revise and print documents utilizing computer system software, macros, templates and standard forms</li><li>• Work one-on-one with lawyers on special projects that need specific instruction</li><li>• Convert documents from various applications to requested applications</li><li>• Provide word processing assistance at satellite word processing centers on every practice floor</li><li>• Utilize application skills to provide support in person or over the telephone to users who need application assistance</li><li>• Transcribe and type dictation to produce a variety of legal documents as requested for lawyers</li><li>• Work with various software and hardware media to upload and download files</li></ul>
<b>Qualifications/Position Requirements</b>	<ul style="list-style-type: none"><li>• Possess a strong knowledge of word processing fundamentals and understand computer applications in accordance with firm standards</li></ul>

- Ability to properly utilize and apply all advanced functions of applications such as MSWord, Excel, PowerPoint, Visio, and Adobe 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
- 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 staff, demonstrating strong teamwork and a positive attitude

**Education and/or Experience**

- Minimum of 5 years' relevant experience, legal or financial preferred
- High School diploma or equivalent (general education degree)

**To Apply**

Davis Polk offers a competitive salary and benefits package. Please send cover letter and resume to [hr.ny@davispolk.com](mailto:hr.ny@davispolk.com).

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.