

**BANKRUPTCY PARALEGAL - Wilmington, Delaware Office**

Bankruptcy Paralegal to join our 29 person Bankruptcy and Corporate Restructuring Department, based in our Delaware Office. Knowledge of electronic filing, debtor practice, chapter 11 a plus. Candidates must be highly organized and possess the ability to prioritize, be a team player, and have excellent written and verbal skills. Strong working knowledge of Microsoft Word a plus. College degree and/or paralegal certificate required.

**ESTATE ADMINISTRATION PARALEGAL - Hackensack, New Jersey Office**

Estate Administration Paralegal to join our New Jersey Office. Responsible for handling all phases of estate and trust administration, including preparation of state and federal estate tax returns and fiduciary accountings. Superior communication and mathematical skills are a must. Knowledge of related software a plus. Candidates must be highly organized and possess the ability to prioritize, be a team player, and have excellent written and verbal skills. Strong working knowledge of Microsoft Word a plus. College degree and/or paralegal certificate required and 2 to 3 years of experience preferred.

**HELP DESK TECHNICIAN - Hackensack, New Jersey Office**

Help desk technician to join our New Jersey Office. Responsible for providing hardware and software technical assistance to the Firm's users. Troubleshooting, support and provide general assistance to senior technical staff. Experience with Microsoft Windows environment, Windows Operating Systems, Microsoft Office 2003 and above, Microsoft Outlook, Filesite/Worksite, Adobe Acrobat, Personal Smartphones, PC and printer repair required. Applicant needs to have strong interpersonal skills as well as good aptitude to learn new tasks quickly. Law firm or professional service firm background a plus.

**SYSTEMS ADMINISTRATOR - Hackensack, New Jersey Office**

Systems Administrator to join our New Jersey Office. Duties include daily system monitoring of server, network and system logs for discrepancies and make / recommend procedures for repair. Document processes, procedures, setups and configurations in relation to supported information systems. Perform installations and maintenance on all Operating Systems (Windows Server, VSphere) and server hardware; ensure the capacity, reliability and availability of networks meet the business requirements. Ensure all information systems are compliant with security policies. Maintain a healthy Windows active directory environment. Perform and maintain operating system patch management on all workstations and servers; ensure they remain secure and protected from virus activity. Build, configure and support VMware Infrastructure Environment. Provide support for Microsoft Exchange System and related systems. Must have excellent verbal and written communication skills. Strong knowledge of Windows 2003/2008 Administration with Active Directory (Provisioning, Group Policies, OU, scripting, etc.), MS Exchange 2007 and Systems Management tools (WSUS, SCCM, SNMP etc.) required. Minimum 5 years of IT experience focused



## CAREER OPPORTUNITIES (Continued)

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on server room operations and management. Experience with NetApp SAN, VMWare ESX, Citrix XenApp, and Cisco Hardware/IOS a definite plus.

We offer a competitive starting salary and a comprehensive fringe benefits program. Please e-mail resume which must include salary requirements for consideration to:

Gayle P. Englert  
Director of Human Resources  
Cole, Schotz, Meisel, Forman & Leonard, P.A.  
Court Plaza North  
25 Main Street, P.O. Box 800  
Hackensack, NJ 07602-0800  
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Please visit us at our website. [www.coleschotz.com](http://www.coleschotz.com)  
NEW JERSEY/ NEW YORK/ DELAWARE/ MARYLAND/TEXAS  
Cole Schotz is an Equal Opportunity Employer