

<https://www.matfar.com/job/40196-litigation-assistant/>

San Francisco Litigation Assistant

Description

A large, prestigious firm is seeking a highly motivated and detail-oriented individual to join their team as a Litigation Assistant in their San Francisco office.

Responsibilities

- Assist attorneys with all aspects of case management, including organizing and maintaining case files, drafting and preparing legal documents, and managing court calendars.
- Work with the Billing Department in all aspects of the billing cycle
- Conduct legal research and gather relevant case law and statutes
- Prepare and manage discovery requests and responses
- Coordinate with court personnel and opposing counsel as needed
- Assist with trial preparation, including preparing trial binders and exhibits
- Attend depositions, hearings, and trials, as needed
- Prepare correspondence and communicate with clients, experts, and other parties involved in the case
- Maintain confidentiality of all client information and case details

Qualifications

- Skilled in fundamental computer programs such as a popular operating system and a well-known productivity suite.
- Familiarity with a specific document management system is desirable.
- Adaptable schedule and willingness to work additional hours if required for company demands.
- Previous employment with a law firm is obligatory.
- A history of at least 5 years in a comparable position is desirable.
- A college degree or an equivalent amount of work experience is preferred.

Contacts

If interested and you meet the requirements above, please submit your resume or reach out to:

- JP Holmes
- jp@matfar.com
- 213-996-3736

Matura Farrington is an EEOC employer and will consider qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring Ordinance and all other local, state, and federal laws.

Hiring organization

Matura Farrington Staffing Services

Employment Type

Full-time

Industry

Legal, Staff

Job Location

San Francisco, CA

Working Hours

Hybrid

Base Salary

\$ 85K - \$ 110K

Date posted

May 2, 2023