

<https://www.matfar.com/job/40218-lit-sec/>

Seeking San Diego Legal Secretaries

Description

Prestigious, established National firm is currently in need of a Litigation Secretary for its' San Diego office. The position will provide handle various tasks related to the organization and management of legal cases.

Responsibilities

- Prepare and file legal documents, including pleadings, motions, and discovery requests.
- Maintain case files, including organizing and indexing case documents, tracking deadlines and court dates, and coordinating with internal and external stakeholders.
- Schedule and coordinate meetings, depositions, and court appearances.
- Communicate with clients, opposing counsel, court personnel, and other parties involved in litigation.
- Manage expenses and billing for the attorney, including preparing invoices and tracking payments.
- Answering and directing phone calls, as well as responding to emails and other forms of communication.
- Provide support to other members of the legal team as needed.

Qualifications

- High school diploma or equivalent required; Associate's or Bachelor's degree in Legal Studies or related field preferred.
- At least 5-10 years of experience working as a litigation legal secretary.
- Possess up to date knowledge on state and federal laws.
- Strong attention to detail and ability to manage multiple priorities simultaneously.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite and legal case management software.
- Knowledge of legal procedures, rules of court, and litigation support.
- Ability to maintain strict confidentiality of sensitive information.
- Positive attitude and team player mentality.

Contacts

Submit your resume to apply. Please reference JO40018 with your submission.

Reach out to [Gloria Pacheco](mailto:gloria@matfar.com) for more information!

- gloria@matfar.com
- 213-996-3737

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

Hiring organization

Matura Farrington Staffing Services

Employment Type

Full-time

Duration of employment

Direct-Hire

Industry

Legal, Staff

Job Location

San Diego, CA

Working Hours

In-Office Predominantly / Hybrid
Select Days

Base Salary

\$ 80K - \$ 95K

Date posted

March 23, 2023

laws.