

<https://www.matfar.com/job/40374-litigation-secretary-sf/>

## Litigation Secretary – San Francisco

### Description

A Mid-size California-based firm is in need of a highly skilled and experienced litigation secretary to join its San Francisco office. Supporting a team of partners, the successful candidate will be responsible for providing administrative and secretarial support, managing case files, preparing legal documents, correspondence, scheduling appointments, and managing communication with clients.

### Qualifications

- 5+ years of experience as a litigation secretary in a busy law firm
- High school diploma or equivalent; Bachelor's degree preferred.
- Excellent organizational, communication, and interpersonal skills
- Ability to prioritize tasks and work independently under pressure
- Proficiency in Microsoft Office Suite and legal software applications
- Knowledge of legal terminology, procedures, and document management systems
- Flexibility and willingness to work overtime or on weekends when necessary.

### Contacts

This is a full-time position with competitive salary and benefits packages. If you meet the qualifications and are interested in this opportunity, please submit your resume to or contact:

- Jenna Betancourt
- [jenna@matfar.com](mailto:jenna@matfar.com)
- 213-996-3747

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, Litigation

### Job Location

San Francisco, CA

### Working Hours

Hybrid. 3 days in office after first 90 days.

### Base Salary

\$ 90K - \$ 110K (DOE)

### Date posted

May 11, 2023