

<https://www.matfar.com/job/40476-litigation-secretary/>

## Litigation Secretary

### Description

A California litigation firm is seeking a skilled and detail-oriented Litigation Secretary to join its legal team. As a Litigation Secretary, you will provide comprehensive administrative support to attorneys specializing in litigation matters. Your exceptional organizational skills, attention to detail, and ability to work in a fast-paced environment will be crucial to the success of this role.

### Responsibilities

- Provide administrative assistance to attorneys and paralegals involved in litigation matters.
- Draft, proofread, and format various legal & non-legal documents.
- Assist in managing litigation cases by maintaining case files, tracking deadlines, and ensuring timely and accurate filing of court documents.
- Prepare and submit attorney time entries, track billable hours, and assist in the preparation of client invoices.

### Qualifications

- High school diploma or equivalent required.
- Bachelor's degree or Paralegal certificate preferred.
- Minimum of 5 years litigation secretary/assistant experience
- Appellate experience is a plus.
- Experience with Microsoft Office Suite

### Contacts

If you are interested in this position, please submit your resume to or contact:

- [Kristen Reza](#)
- [kristen@matfar.com](mailto:kristen@matfar.com)
- 213-996-3745

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

Los Angeles, CA

### Base Salary

\$ 80K - \$ 85K

### Date posted

May 22, 2023