

<https://www.matfar.com/job/litigation-secretary-irvine-orange-country/>

Opportunity for a Litigation Secretary in the OC

Description

Established Mid-sized Firm is in need of an experienced legal litigation secretary for its' Irvine office

Responsibilities

- Provide administrative support to attorneys in the litigation practice group
- Draft and file legal documents, including pleadings, motions, discovery requests, and correspondence
- Schedule and manage court appearances, depositions, and meetings
- Maintain electronic and paper case files
- Coordinate with outside vendors for document reproduction and other services
- Handle incoming and outgoing mail and faxes
- Prepare attorney time entries and client bills
- Perform other administrative duties as assigned

Qualifications

- 5+ years of experience as a litigation secretary or legal assistant
- Excellent organizational and time management skills
- Strong attention to detail and accuracy
- Ability to prioritize workload and meet deadlines in a fast-paced environment
- Proficiency in Microsoft Office Suite and experience with document management software
- Excellent written and verbal communication skills
- Familiarity with court rules and procedures
- E-Filing experience

Contacts

Submit your resume to apply. Please reference JO40283 with your submission.

Contact [Taylor Olsen](#) with questions!

- taylor@matfar.com
- 213-996-3721

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

Duration of employment

Direct-Hire

Industry

Legal, Staff

Job Location

Irvine, CA

Working Hours

Hybrid Work Schedule

Base Salary

\$ 75K - \$ 82K

Date posted

April 12, 2023