

Legal Secretary

San Diego Office



Opportunity

We currently have an opening in our San Diego Office for a Legal Secretary. This is a mid-to-high level position, ideal candidates will have 5-7 years of current legal, secretarial experience. Qualified candidates are team players with excellent communication and interpersonal skills. They should be able to work with a variety of people including working with several attorneys simultaneously. This individual will be supporting attorneys that work primarily in Labor & Employment and Special Education, as well as Litigation.

Ideal candidates are dedicated or currently in legal, secretarial position. Must be highly organized, detail-oriented, positive, proactive, and professional. All candidates must have exceptional writing, proofreading, technical and administrative skills. As well, must be proficient in MS Word and Outlook.

Responsibilities:

- Provide day-to-day secretarial support for assigned attorneys or other legal employees.
- Draft standard correspondence, memoranda, and other documents.
- Drafting, preparing, and processing various court and legal reviews.
- Review and draft discovery requests and responses for attorney review.

Focus on You

We invite you to check out Lozano Smith, California's premier public agency law firm. You'll find a place where people can thrive and grow both personally and professionally. Along the way, you'll discover a team that is connected and fulfilled by the work they do. Join the journey – it is rewarding each and every day.

Focus on Schools and Communities

Partnering with school districts, community colleges, cities, counties and all types of public agencies is at the core of what we do. Our 30+ year commitment has positively impacted countless students and communities throughout California.

Spotlight on Culture

- Mentoring Program
- Professional Development Opportunities
- Child-Friendly Business Award Winner
- Blue Hat Project: Community Engagement Program
- Collaborative Environment
- No Jerks Rule

Diversity, Equity, and Inclusion

Lozano Smith values diversity, and this is evident in the composition of our team.

- 75% of recently hired employees are female
- 57% of recently hired employees identify as a person of color
- 45% of our employees identify as a person of color
- 51% of partner attorneys are female.
- 59% of attorneys are female
- 65% of associate attorneys are female

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- Organize and maintain evidence in paper and electronic formats.
- Establish and maintain calendar and deadline reminder system; utilize master calendar system.
- Set up client files following firm conflict check system. Maintain client files according to established procedures.
- Schedule appointments and make travel arrangements for legal employees as needed.
- Facilitate preparation, set up, and clean up for attorney/client meetings, workshops, consortiums, and office meetings.
- Assist with trial and administrative hearing preparation.
- Handle basic litigation/administration tasks.
- Other duties as assigned.

Connect

We invite interested applicants to learn more on our website: lozanosmith.com/careers. Please send a cover letter and resume to jobs@lozanosmith.com.

Salary

\$45,000 – \$90,000 /year

Lozano Smith is committed to giving all employees the opportunity to experience meaningful, impactful work and the support needed to grow. We consider a variety of factors, including skills, qualifications, and experience, among others. We provide competitive salary, benefits, and bonus programs.

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