



Legal Secretary - Temporary

Monterey

Opportunity:

Our Monterey office is seeking a full-time Temporary Legal Secretary for an immediate opening expected to last approximately five months. In this role, you will provide essential administrative and legal support to attorneys and contribute to the smooth and efficient operation of daily office activities.

Qualified candidates will have at least 3 years of recent legal secretarial experience, strong communication and interpersonal skills, and the ability to support multiple attorneys in a fast-paced environment. Candidates should be organized, detail-oriented, proactive, and professional, with exceptional writing, proofreading, technical, and administrative skills. Proficiency in Microsoft Word and Outlook is required.

Duties and responsibilities:

- Drafting, formatting, and proofreading correspondence, contracts, and other legal documents.
- Maintaining organized and up-to-date case and client files (digital and physical).
- Managing attorney calendars, scheduling meetings, and coordinating client communications.
- Preparing administrative hearing materials and assisting with document preparation for investigations.
- Filing and organizing records related to employment matters, including discipline, grievances, and collective bargaining.
- Other duties as assigned.

Compensation: \$24 - \$28/hour

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We are California's leading public agency law firm, where professionals thrive and grow. Experience a collaborative, fulfilling culture driven by mentorship, development, and community engagement.

Lozano Smith values diversity, fostering an inclusive environment where varied perspectives enrich our work and culture. Our dedication to equity and representation ensures a dynamic team that reflects the communities we serve.

Focus on Schools and Community

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.