

Calendaring Specialist

Sacramento

Opportunity:

The Calendaring Specialist will be the strategic orchestrator behind our legal victories. You'll work at the intersection of complex federal and state litigation, employment law, and civil rights cases that directly impact educational institutions and the communities they serve. Your expertise will directly contribute to protecting students, educators, and educational excellence across the region.

Responsibilities:

- Manage the firm's central calendaring system.
- Calculate and enter critical litigation deadlines with precision accuracy.
- Support attorneys with case management and other paralegal responsibilities.
- Conduct legal research and prepare pleadings.
- Monitor and track cases across multiple jurisdictions and administrative bodies.
- Serve as the procedural knowledge resource for the legal team.

Qualifications:

- Comprehensive knowledge of local court rules and procedures.
- Experience with BEC Legal preferred but not required.
- Advanced organizational and prioritization skills for high-volume workloads.
- Positive attitude and collaborative approach to complex challenges.

Compensation: \$28 - \$43/hour

The posted range represents the full span for the role and does not indicate that every hire will be placed at the top of the range.

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

Discover Lozano Smith

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.

Spotlight on Culture

- Mentoring Program
- Professional Development
- Child-Friendly Business Award
- Community Engagement Projects
- Collaborative Environment
- No Jerks Rule

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.