Lozano Smith
ATTORNEYS AT LAW

Litigation Legal Secretary

Walnut Creek Office

Opportunity

We currently have an opening in our Walnut Creek office for a litigation legal secretary with strong litigation and transactional experience. Qualified candidates are team players with excellent communication and interpersonal skills. They can work with a variety of people including working with several attorneys simultaneously. Must be highly organized, detail-oriented, positive, proactive, and professional. All candidates must have exceptional writing, proofreading, technical and administrative skills.

Responsibilities

- Provide day-to-day secretarial support for assigned attorneys or other legal employees.
- Draft standard correspondence, memoranda, and other documents.
- 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.

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.

- 74% of recently hired employees are female
- 46% of partner attorneys are female
- 65% of associate attorneys are female
- 38% of attorneys identify as a minority
- 51% of associates identify as a minority
- 50% of recently hired employees identify as a minority

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- Facilitate preparation, set up, and clean up for attorney/client meetings, workshops, consortiums and office meetings.
- 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 – $95,000 /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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