Lozano Smith
ATTORNEYS AT LAW

lozanosmith.com/careers.php

Legal Secretary

Visalia

Opportunity:

Lozano Smith, California's premier public agency law firm, is looking for a Legal Secretary to join our Visalia team. With a reputation for excellence in education and government, our team thrives on meaningful work, collaboration, and a culture built on respect and inclusivity.

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.

Qualifications:

- A minimum of 3 years' experience as a legal secretary.
- Excellent written and verbal communication skills.
- High attention to detail and strong organizational abilities.
- Ability to work independently and manage multiple priorities.
- Proficiency with Microsoft Office, Adobe, and legal document management systems.

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

- Legal 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.