

Paralegal

Fresno Office



Opportunity

Lozano Smith has an immediate opening in our Fresno office a highly motivated and experienced Paralegal with a strong technical background and expertise in eDiscovery. As a Paralegal at our firm, you will be responsible for providing support to attorneys and clients with a focus on electronic discovery.

Responsibilities:

- Conducting data collection, preservation, and processing of electronically stored information (ESI).
- Managing the review and production of ESI using document review platforms.
- Assisting with drafting and responding to discovery requests.
- Conducting legal research and analysis related to eDiscovery.
- Managing electronic databases and document management systems.

Requirements:

- Bachelor's degree or equivalent experience in a relevant field.
- Minimum of 3 years' experience in eDiscovery and/or litigation support.
- Technical background or experience preferred.
- Experience with document platforms such as Next Point
- Knowledge of eDiscovery rules and regulations, including Federal Rules of Civil Procedure.

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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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

\$75,000 – \$100,000 /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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