



Litigation Legal Secretary

Los Angeles

Opportunity

We are seeking an experienced and highly organized **Litigation Legal Secretary** to join our Los Angeles team. If you're a legal professional with at least 5 years of experience supporting a busy litigation team – especially in civil litigation – we want to hear from you.

What's in it for you?

- A collaborative and professional culture—no jerks, just great people.
- Excellent benefits: firm-paid employee medical, dental, vision insurance; vacation, sick leave, holidays; 401(k) with match; and profit sharing.

Duties and Responsibilities:

- Prepare, format, and proofread legal documents including pleadings, motions, subpoenas, discovery, and correspondence.
- Manage case calendars, track court deadlines, and ensure timely filings in state and federal courts.
- Handle electronic court filings (e-filing) and service of process in compliance with applicable court rules.
- Assist attorneys with discovery processes, including organizing, formatting, and indexing responses and exhibits.
- Coordinate depositions, hearings, meetings, and travel arrangements.

Qualifications:

- A minimum of 5 years' experience as a litigation legal secretary, with strong civil litigation background.
- Knowledge of California court rules and e-filing procedures.
- Proven ability to manage multiple cases and meet deadlines under pressure.
- Exceptional grammar, proofreading, and organizational skills.
- Proficiency with Microsoft Office, Adobe, and legal document management systems.

Compensation: \$28.00 – \$43.00/hour

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.