

# Legal Secretary

## Los Angeles Office



### Opportunity

We currently have an opening in our Los Angeles Office for a Legal Secretary with strong litigation **and** transactional experience. This is a mid-to-high level position, ideal candidates will have 5-8 years of current legal, secretarial experience.

Qualified candidates are team players with excellent communication and interpersonal skills. They are able to 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. As well, must be proficient in MS Word and Outlook, and type 75+ wpm.

### Connect

We invite interested applicants to learn more on our website: [lozanosmith.com/careers](https://lozanosmith.com/careers). Please send a cover letter and resume to [jobs@lozanosmith.com](mailto:jobs@lozanosmith.com).

### 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
- No Jerks Rule

### Diversity, Equity and Inclusion

- National Rankings:
    - #1 Firm for Female Attorneys
    - #1 Firm for Female Nonpartners
    - #1 Firm for Minority Equity Attorneys
    - #2 Firm for Female Minority Attorneys
    - #4 Firm for Minority Attorneys
    - #8 Firm for Females Promoted to Partner
- (Rankings based on Firm's 101-250 attorney classification and percentages within each category in Law 360's 2020 Diversity Snapshot and Glass Ceiling Report.)