

# Paralegal

## Los Angeles Office



### Opportunity

We currently have an opening in our Los Angeles office for a Paralegal. The ideal candidate will have 2+ years of experience in both civil and administrative litigation. Paralegal certificate required.

Qualified candidates are team players with excellent communication, leadership, and interpersonal skills, and are able to work with a variety of people. Must be highly organized, detail-oriented, and have a positive, proactive, and professional attitude.

### Responsibilities

- Draft standard correspondence, memoranda, and other documents.
- Review and draft discovery requests and responses for attorney review.
- Review and redact documents for production, prepare privilege logs, analyze evidence.
- Organize and maintain evidence in paper and electronic formats.
- Basic legal research using electronic and traditional methods.
- Establish and maintain calendar and deadline reminder system; utilize master calendar system.

### 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

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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- Set up client files following firm conflict check system. Maintain client files according to established procedures.
- Assist with trial and administrative hearing preparation.
- Conduct research, handle basic litigation/administration tasks.
- Other duties as assigned.

### 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).

### Salary

\$70,000 – \$80,000 /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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