

Calendar Clerk

Multi-Office

Opportunity

We currently have an opening for a Calendar Clerk. This is a mid-to-high level position. Ideal candidates will have a minimum of 3 years of experience as a litigation secretary, paralegal, legal assistant, or legal support role with calendaring responsibilities. Experience with and proficiency in Prolaw is required.

This individual will maintain the firm's calendar system; calculating and entering litigation deadlines for State and Federal courts. This individual must have the ability to interpret civil rules of procedure in State and Federal courts and accurately calculate deadlines, be knowledgeable of local court rules and procedures, and have experience with filings in State and Federal Court. In addition, they will handle calendaring matters before the Public Employment Relations Board and the Office of Administrative Hearings. This individual will prepare and distribute daily and weekly calendar reports to each office and process all calendar requests submitted by attorneys and support staff.

We are seeking an individual with the ability to prioritize and organize a high-volume workload. Candidates must be detail-oriented, with strong organizational skills and excellent written and verbal communication skills. We are looking for a positive, proactive, and professional team player that is able to work with a variety of people, including working with several attorneys and support staff simultaneously.

This is an on-site position, candidates may work at the Fresno, Sacramento, Walnut Creek or Los Angeles office.

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.

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.)