

Legal Secretary

Sacramento Office



Opportunity

We currently have an opening in our Sacramento Office for a Legal Secretary. This is a mid-to-high level position, ideal candidates will have 5-7 years of current legal, secretarial experience. Qualified candidates are team players with excellent communication and interpersonal skills. They should be 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 70+ wpm.

Responsibilities

- Provide day-to-day secretarial support for assigned attorneys or other legal employees.
- Draft standard correspondence, memoranda, and other documents.
- Establish and maintain calendar and deadline reminder system; utilize master calendar system.
- Set up client files following firm conflict check system. Maintain client files according to established procedures.

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 Non partners
 - #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.)

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- Schedule appointments and make travel arrangements for legal employees as needed.
- Facilitate preparation, set up, and clean up for attorney/client meetings, workshops, consortiums, and office meetings.
- Other duties as assigned

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.