

Legal Secretary

San Diego Office



Opportunity

We currently have an opening in our San Diego office for a Legal Secretary. This is an entry level position, ideal candidates will have 1-3 years of legal, secretarial experience.

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

Connect

We invite interested applicants to learn more on our website: lozanosmith.com/careers. Please send a cover letter and resume to sjobs@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.)