

Legal Secretary

San Diego Office



Opportunity

Lozano Smith has an immediate opening for an experienced legal secretary to join our San Diego office. The ideal candidate should have 3-5 years of legal, secretarial experience, as well as exceptional organizational and communication skills, a good attitude, and ability to multi-task. This individual will be supporting attorneys that work primarily in Labor & Employment as well as Litigation.

Responsibilities:

- Drafting, preparing, and processing various court and legal documents
- Answering phones and providing general secretarial support
- Calendaring and assisting attorneys
- Undertaking any other projects and duties as assigned

Skills:

- Detail oriented professional with a good attitude who is proactive and professional.
- Must be comfortable working in a fast-paced legal environment with the ability to adapt and adjust as needed.
- A strong work ethic and the ability to anticipate the needs of their assigned attorneys and prioritize tasks efficiently.
- Ability to multitask and manage time efficiently.

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
- Collaborative Environment
- 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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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.

Salary

\$50,000 – \$95,000 /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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