

# Legal Secretary

## San Diego Office



### Opportunity

We currently have an opening in our San Diego Office for a Legal Secretary. This is a mid-to-high level position, ideal candidates will have at least 3 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. This individual will be supporting attorneys that work primarily in Labor & Employment and Special Education, as well as Litigation.

Ideal candidates 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.

#### **Responsibilities:**

- Provide day-to-day secretarial support for assigned attorneys or other legal employees.
- Draft standard correspondence, memoranda, and other documents.
- Draft, prepare, process, serve, and file various court and legal documents.
- Review and draft discovery requests and responses for attorney review.

### 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.

- 75% of recently hired employees are female
- 57% of recently hired employees identify as a person of color
- 45% of our employees identify as a person of color
- 51% of partner attorneys are female.
- 59% of attorneys are female
- 65% of associate attorneys are female

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- Organize and maintain evidence in paper and electronic formats.
- Manage a variety of assignments from different attorneys and submit work in a timely manner.
- 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.
- 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.
- Assist with trial and administrative hearing preparation.
- 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

\$45,000 – \$90,000 /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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