

Litigation Paralegal

Walnut Creek Office



Opportunity

We currently have an opening in our Walnut Creek office for a Litigation Paralegal. This full-time position will provide paralegal support for two to three attorneys. The ideal candidate will have significant experience in civil and administrative litigation.

Qualified candidates are team players with excellent communication, leadership, and interpersonal skills, and are able to work with a variety of people. Must be highly organized, detail-oriented, and have a courteous, positive, proactive, and professional attitude. Paralegal certificate required.

Responsibilities

- Draft standard correspondence, memoranda, and other documents.
- Review and response to subpoenas and public records requests.
- Review and draft discovery requests and responses for attorney review.
- Review and redact documents for production, prepare privilege logs, analyze evidence.
- Basic legal research using electronic and traditional methods.
- Assist with trial and administrative hearing preparation.
- Conduct research, handle basic litigation/administration tasks.
- Other duties as assigned.

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.)

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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 sjobs@lozanosmith.com.