



Paralegal

Walnut Creek

Opportunity:

Lozano Smith, California's premier public agency law firm, is seeking an experienced and detail-oriented Paralegal to join our dynamic team in Walnut Creek, CA. As a key member of our team, you will provide essential support to attorneys representing public agencies, including school districts, municipalities, and other governmental entities.

Responsibilities:

- Provide day-to-day administrative support.
- Draft standard correspondence, memoranda, and other documents.
- Review and draft discovery requests and response for attorney review.
- Review and redact documents for production, prepare privilege logs, analyze evidence.
- Organize and maintain evidence in paper and electronic formats.
- Legal research using electronic and traditional methods.
- 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.
- Assist with trial and administrative hearing preparation.
- Other duties as assigned.

Qualifications:

- ABA approved Paralegal certificate (required).
- 3+ years of experience (preferably working with public agencies).
- Excellent communication and interpersonal abilities.
- Other duties as assigned.

Salary: \$50,000 - \$100,000/year

Lozano Smith is committed to giving all employees the opportunity to experience meaningful, impactful work. We consider a variety of factors, including skills, qualifications, and experience, among others. We provide competitive salary, benefits, and bonus programs.

Discover Lozano Smith

We are California's leading public agency law firm, where professionals thrive and grow. Experience a collaborative, fulfilling culture driven by mentorship, development, and community engagement.

Lozano Smith values diversity, fostering an inclusive environment where varied perspectives enrich our work and culture. Our dedication to equity and representation ensures a dynamic team that reflects the communities we serve.

Spotlight on Culture

- Mentoring Program
- Professional Development
- Child-Friendly Business Award
- Community Engagement Projects
- Collaborative Environment
- No Jerks Rule

Focus on Schools and Community

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.