

Paralegal

Walnut Creek Office



Opportunity

Lozano Smith is seeking a dedicated and detail-oriented Paralegal to join our California Public Records Act (CPRA) team. As a Paralegal at Lozano Smith, you will play a critical role in supporting our attorneys and clients by strategizing, coordinating and responding to CPRA requests. This position requires a high level of organization, attention to detail, and the ability to work independently, as well as part of a team. Our practice is fast-paced and fluid, so flexibility and willingness to take on matters outside of the CPRA realm are essential. If you are a proactive and adaptable paralegal we encourage you to apply and become a vital member of our team at Lozano Smith.

Key Responsibilities:

- Assist with CPRA Requests: Receive, review, and respond to California Public Records Act requests in a timely and efficient manner.
- Assist in drafting and preparing legal documents, including correspondence, responses, and summaries related to CPRA requests.
- Ensure all CPRA responses comply with applicable laws and regulations.
- Coordinate with attorneys and other stakeholders to gather necessary information and provide updates on the status of CPRA requests.
- Conduct legal research to support attorneys in handling CPRA requests and related matters.

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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Qualifications:

- Bachelor's degree or equivalent experience in a relevant field.
- Minimum of 3 years' experience in public agency law.
- Technical background or experience preferred.
- Experience with document platforms such as Next Point

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

\$65,000 – 100,000 /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.