

# Legal Secretary

## Walnut Creek Office



### Opportunity

We currently have an opening in our Walnut Creek office for a Legal Secretary. Qualified candidates are team players with superior level communication and interpersonal skills, must be able to work with a variety of people. Must be highly organized, detail-oriented, positive, proactive, and professional. Ideal candidates will have current legal, secretarial experience.

### Responsibilities

- Provide day-to-day secretarial support for assigned attorneys or other legal employees.
- Draft standard correspondence, memoranda, and other documents.
- 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.
- 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 [sjobs@lozanosmith.com](mailto:sjobs@lozanosmith.com).

### 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.)