

Litigation Secretary

Do you want to be a part of a team environment? Friendly Santa Ana law firm is seeking a business Litigation Secretary with a friendly, positive can do attitude. Minimum five years experience, to work closely with its litigation partner and associate.

Primary Responsibilities

Prepare and format pleadings, correspondence and other legal documents.
Prepare and process new client/matter requests.
File legal documents with state and federal courts (electronic and traditional filings).
Regularly and accurately proofread all documents to ensure accuracy and completeness prior to distribution or filing.
Update and maintain client files (electronic and physical)
Maintain attorney calendars through Outlook and physical calendars
Arrange meetings and conference calls
Coordinate travel arrangements for assigned attorneys.
Review and ensure accuracy of vendor invoices; prepare accurate check requests and timely submit invoices for payment to client or accounting.
Provide assistance to visitors, and other firm members when requested

Personal Attributes

Maintains an exceptional customer service attitude and demeanor at all times.
Demonstrates flexibility and willingness to pitch in wherever needed.
Demonstrates a positive attitude and maintains a professional demeanor in high-stress situations.
Maintains high productivity with minimal instruction and supervision.
Communication: Treat others with respect

Skills and Abilities

State and federal court e-filing experience
Attendance & Punctuality: Be consistently at work and on time; arrive at meetings and appointments on time.
Technical Skills: Strong skills in MS Outlook, WordPerfect, Word, Excel; ability to use phone system, copier, scanner, fax, and printer.

Salary commensurate with experience. Principals only; no calls please.

Please send your resume and salary requirements to Lorraine@mrjclaw.com