

LITIGATION SPECIALIST – CITY ATTORNEY DEPARTMENT
(\$66,809.60 - \$89,544.00 Annually)

The City of Anaheim, Attorney’s Office, is seeking a highly motivated and organized Litigation Specialist to join our team. In this critical role, the Litigation Specialist will provide comprehensive legal and administrative support to the Civil Division of the department.

QUALIFICATIONS

Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities are as follows:

Experience in: Performing responsible legal secretarial, clerical work in direct support of civil or criminal litigation attorneys.

Knowledge of: Modern office equipment and procedures; civil and/or criminal procedures advanced statutes and court rules; civil and/or criminal litigation forms and formats; word processing methods; English usage, spelling, grammar and punctuation; business math; legal terminology; basic organization and use of a law library; procedures of a civil and/or criminal law office related to preparing and filing of legal documents.

Ability to: Type at a net corrected speed of 50 words per minute; read, understand and apply complex materials; maintain and modify legal filing systems; initiate and compose routine correspondence and legal documents; perform routine legal clerical and secretarial work independently; receive confidential information and maintain confidentiality; operate a computer; prepare, file and serve civil or criminal litigation documents independently; proofread and detect errors in typing, spelling, grammar, syntax and punctuation; establish and maintain effective relationships with those contacted in the course of work; organize and schedule work to meet deadlines, maintain and update legal calendar for appearances and assignments.

License/Certification Required: Possession of a valid California Driver’s License by date of appointment.

HOW TO APPLY

For more details on this position and for first consideration, please [click here](#). The deadline for the first review of applications is **Wednesday, May 29, 2024 at 5:00PM**.