

Practice Group Assistant - Litigation - San Diego

The San Diego office of LEWIS BRISBOIS seeks a full-time Practice Group Assistant with at least six months of experience in a law firm environment. The Practice Group Assistant provides administrative support to the secretarial staff in the San Diego office.

Duties include but are not limited to:

- Preparation of expense reports for attorneys
- Assist secretaries with preparation of check requests
- Assist secretaries with vendor invoice management
- Assist secretaries with calendaring/docketing duties
- Set up Master Captions for new matters
- Assist with proofreading of documents
- Operate office equipment as needed
- Perform other related duties as assigned
- Run Conflict Checks for new matters
- Input New Matter Memos to assist secretarial staff
- Prepare Closed File Memos including locating required information

Contact

Please send resume to SDRecruiter@lewisbrisbois.com.

Legal Secretary - San Diego

The San Diego office of Lewis Brisbois seeks two legal secretaries. One working primarily with the business practices group handling complex business litigation and white-collar criminal work; and one working with the general liability litigation group. Both positions require an organized and detail oriented Legal Secretary with at least 2 years' litigation experience.

QUALIFICATIONS AND REQUIREMENTS:

Strong analytical and organizational skills, detail oriented, strong communication skills, work well under pressure, team player. Ability to be on top of several tasks at one time, be a problem solver, and have a high comfort level in using a variety of computer software programs. Positive attitude; strong work ethic, self-starter who requires little supervision and has a high level of initiative.

Contact

Send resume to SDRecruiter@lewisbrisbois.com and include "Legal Secretary" in subject line.

Receptionist - Temecula

October 20, 2022

Lewis Brisbois in Temecula is hiring!

Position Summary:

The receptionist will be responsible for performing a variety of duties for this small office including, but not limited to, hard copy and electronic filing; mail/delivery handling; managing and ordering supplies; calendar management; entry of attorney time and expense reports; hearing preparation; transcription; and receptionist duties.

Contact

We would love to have you join our small office in Temecula supporting attorneys and office staff. Send resume to SDRecruiter@lewisbrisbois.com.

Docket Calendar Clerk - San Francisco

The Lewis Brisbois San Francisco Office is seeking to hire a qualified candidate for the Docket Calendar Clerk position.

This position requires strong knowledge of legal docket calendaring, detail oriented and accurate at data entry. Has ability to interpret civil rules of procedure in State and Federal courts and ability to accurately calculate dates. Ability to communicate effectively in writing and orally with all levels of the firm and courts. Ability to prioritize and organize a high-volume workload. Specific duties include items listed below and any and all other duties and responsibilities that may arise:

Essential Requirements: Strong knowledge using Word, Excel, and Outlook. At least one year experience in a comparable position in a law firm is required.

Competitive salary and benefits, including transportation allowance, friendly work environment, easy BART access.

Contact

Please send resumes with professional references to:

Recruiting

Lewis Brisbois Bisgaard & Smith LLP

Email: SFHR@lewisbrisbois.com

Office Services Clerk - San Francisco

With 55 offices in 32 states and the District of Columbia and over 1,600 attorneys, Lewis Brisbois is one of the largest and most prestigious law firms in the nation. Our San Francisco office is seeking a talented and knowledgeable person to join the Office Services Team.

Duties include, but are not limited to, the following:

- COPY JOBS:
- FAX JOBS:
- INCOMING/OUTGOING MAIL:
- CONFERENCE ROOM SERVICES:
- PRINTER TONER CARTRIDGE/MINOR REPAIRS:
- RELIEF RECEPTIONIST:

Competitive salary and benefits, including transportation allowance, friendly work environment, easy BART access.

Contact

Please send resumes with professional references to:

Recruiting

Lewis Brisbois Bisgaard & Smith LLP

333 Bush Street, Suite 1100

San Francisco, CA 94104

Email: SFHR@lewisbrisbois.com

Legal Secretary - Orange County

Lewis Brisbois is a national firm with 1,500+ attorneys and 55 locations. Our Orange County/Costa Mesa office is expanding and seeking legal litigation secretaries with a minimum of 5 years' experience.

Qualified candidates will be proficient with state and federal filings, docketing, Microsoft office and have an excellent attention to detail skill set. Our secretaries work with a minimum three attorney share, and this is a full-time onsite position.

Our firm is known for our diversity, LGBTQ and Women's initiative groups, just to name a few, which offer excellent opportunities for growth and advancement.

Contact

Additionally, we offer a competitive salary and benefits package including paid vacation/sick time, along medical, dental, vision, a 401K w/ employer match effective 1/1/23. Please email your resume to: Patrick.Postolka@LewisBrisbois.com.