

Litigation Secretary

Fisher Phillips, a national employment and labor law firm, is seeking an experienced Litigation Secretary for its Sacramento office. Our range of experience enables us to bring efficient and practical solutions to today's labor and employment law problems. For more information about the firm, please visit us at our website at www.fisherphillips.com.

Primary Responsibilities

- Formatting briefs, pleadings, correspondence and other legal documents.
- Filing of legal documents with state and federal courts (e-filing knowledge is a must).
- Regularly and accurately proofreads all documents to ensure accuracy and completeness prior to distribution or filing.
- Updating and maintaining client files.
- Maintaining attorney calendars through Outlook and CompuLaw (i.e. scheduling appointments, calendaring due dates, etc.).
- Organize and coordinate travel arrangements for assigned attorneys.
- Accurately enters, reviews and revises timekeeper timesheets including consistent identification of litigation codes, when applicable.
- Preparing attorney reimbursements and mileage.
- Consistently providing friendly and helpful telephone support for assigned attorneys and/or receptionist relief.
- Reviewing and ensuring accuracy of vendor invoices and timely submit invoices for payment to client and/or accounting.

Personal Attributes

- Possesses a strong understanding and abides by the policies and procedures of the firm and local office.
- Maintains an exceptional customer service attitude and demeanor at all times.
- Flexible and willing to pitch in wherever needed.
- Demonstrates a positive attitude and is approachable.
- Adapts well to fluctuations in workload and changes in responsibilities.
- Maintains a professional demeanor in high-stress situations.
- Presents written communications that are concise and accurate.
- Exhibits confident and professional verbal communication skills.
- Effectively communicates with clients and vendors.
- Answers questions clearly and thoroughly.
- Contributes to an atmosphere of teamwork and congeniality.

Skills and Abilities

- iManage or other comparable document management system, Westlaw, Pacer, ECF, Word, Outlook, PowerPoint, CompuLaw, Best Authority, ALN Forms Workflow and Excel. (Aderant knowledge is a plus.)
- Attendance & Punctuality: Be consistently at work and on time; arrive at meetings and appointments on time; ensure work responsibilities are covered when absent.
- Communication: Possess excellent verbal and written communication skills.
- Customer Service: Respond promptly to attorney and client requests for service and assistance; meet commitments.
- Dependability: Follow instructions; complete tasks on time; commit to the hours necessary to complete assignments; work independently.

- Professionalism: Approach others in a tactful manner; treat others with respect; react well under pressure.
- Team Work: Contribute to building a positive team spirit; support everyone's efforts to succeed.
- Technical Skills: Possess basic PC skills; ability to use phone system, copier, scanner, fax, and printer.

Minimum Qualifications

- Minimum of a high school diploma required (College degree is preferred, but not required).
- Minimum of five years of experience as a legal secretary required.

Benefits

Fisher Phillips offers a comprehensive benefits package for staff that includes medical, dental, and vision benefits, paid time off, paid holidays, 401(k) and profit sharing, life insurance, long-term disability, and an employee assistance program. We also offer optional benefits such as critical care, accident and hospital indemnity insurance, a student loan refinancing program, life insurance for dependents, and pet insurance.

No relocation costs. Principals only; no calls please.

We are committed to providing equal employment opportunities to all employees and applicants without regard to race, ethnicity, religion, color, sex (including childbirth, breast feeding and related medical conditions), gender, gender identity or expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, pregnancy, age, protected medical condition, genetic information, disability or any other protected status in accordance with all applicable federal, state and local laws.