

Litigation Secretary  
Los Angeles Office  
Non-Exempt, 37.5 hours per week

We are a fast-paced, mid-sized California firm seeking a legal secretary for our Los Angeles office.

### **Primary Responsibilities**

#### ***Document Preparation, Filings, Trial Preparation***

- Prepare legal documents using correct formatting, based on local rules of the court
- Submit e-filing and hard copy filings with courts
- Manage and update team case list and trial list on a weekly basis
- Timely send correspondence and client documents
- Assist with trial preparation including, but not limited to, binders, indices and exhibits
- Schedule conference rooms for client meetings and depositions; arrange technology requirements
- Communicate with clients, vendors and opposing counsel
- Keep current with Insurance Litigation Guidelines
- Process invoices and submit to accounting department for payment
- Copy, scan, print and fax documents

#### ***Calendaring***

- Calendaring all events in ProLaw and Microsoft Outlook
- Ability to calculate legal deadlines in accordance with statutory local, state, federal and appellate rules
- Apprise and remind attorneys and all necessary team members of deadlines and appearances

#### ***ProLaw (Knowledge of ProLaw is a plus)***

- Responsible for updating ProLaw matters, including utilizing the correct codes and categories for saving documents, and incorporating accurate case information with the correct party names and filings
- Scanning mail and client-related documents and emails into ProLaw

#### ***File Management***

- Keep files updated and current and in electronic format
- Open and close out files according to firm policy, ensuring legal requirements are met
- Create pleading templates on Westlaw Form Builders
- Burn CDs/DVDs, transfer communication to and from thumb drives into Workshare/Dropbox

#### ***General Office***

- Answer and screen phone calls
- Maintain common areas (front desk, conference rooms, kitchen/breakroom)
- Sorting and distributing incoming packages, faxes and deliveries
- Ordering and stocking of supplies

**Skills**

- Excellent organizational and problem-solving skills and attention-to-detail
- Strong communication, grammar, proofreading and time management
- Communicate with attorneys regarding progress on tasks, confirm priorities if necessary
- Perform other duties as needed based on practice area and firm demands
- Knowledge of Kofax Power or Adobe pdf editing software, a plus
- Ability to navigate websites on different browsers

**Education and Experience**

- Bachelor's degree or completion of college courses preferred or equivalent experience
- Two years of basic secretarial or administrative experience
- Preferably, two to five years of experience in all phases of civil litigation (discovery, trial, appeals): Understanding of litigation, local, state, federal and administrative rules, law and motion and related docketing requirements
- Proficient in Microsoft Office Suite - experience creating initial drafts of pleadings, tracking changes in Word, scheduling and managing appointments in Outlook
- Prospective law students encouraged to apply

**Expectations**

- Support and assist a minimum of three attorneys and coverage
- Ability to work independently and proactively
- Professional, courteous and respectful interactions with clients and co-workers
- Positive team player
- Adherence to regular schedule
- Flexibility and ability to multi-task
- Work overtime to meet deadlines, as needed
- Adherence to Firm's policies and procedures

**Benefits**

- Work from home, 2 days a week, after first month of employment
- Medical, Dental, Vision, Life, Long term Disability, Flexible Spending, 401(k)

*MPBF is an equal opportunity employer and offers a professional work environment with a competitive salary and benefit package. Please send a resume, your salary range and a list of references to Human Resources at [recruiting@mpbf.com](mailto:recruiting@mpbf.com).*