

LONG BEACH (HYBRID)

Legal Secretary

Mid-sized education law firm with statewide practice representing school and community college districts seeks a legal secretary candidate with 3+ years of secretarial experience at a law firm.

Essential duties and responsibilities include:

- Prepare documents including correspondence, memoranda and legal documents; compose and draft routine cover letters and shell documents
- Prepare and process court and administrative agency filings, as well as maintaining and reviewing corresponding Compulaw calendaring
- Proofreads documents for content and clarity and creates redlines
- Prepare and process new client and matter forms. Coordinate with accounting to prepare fee agreements, engagement letters, and vendor invoices
- Provide heavy, executive-level administrative support in regards to maintaining accurate calendars for assigned attorneys, as well as client and administrative files
- Prepare expense reports and make travel arrangements
- Create presentations using tools such as PowerPoint, as well as create and work with PDFs

Qualifications include:

- Detail-oriented, proactive, organized and possess excellent follow through skills
- Able to work under pressure while managing multiple deadlines/priorities
- Accuracy, speed and professionalism
- Ability to work effectively within a team environment
- Must be able to coordinate complex scheduling for multiple individuals
- Excellent verbal and written communication skills, demonstrated understanding of correct grammar, spelling and punctuation
- Strong computer proficiency in Microsoft Office Suite (including Outlook, Word, Excel, PowerPoint) and various legal software applications (including CompuLaw preferred); experience working with a document management system; and E-filing experience
- High school diploma or GED and 3+ years of legal secretarial experience required
- At least three years of litigation experience preferred
- Experience in education law a plus

An offer of employment will be contingent upon being fully vaccinated and providing proof of your COVID-19 vaccine upon commencing employment. If you believe you are entitled to an exemption based on a qualifying disability or medical condition that contraindicates the vaccination or if you object to being vaccinated on the basis of a sincerely held religious belief or practice you may request an accommodation to this requirement by contacting Jill Nefkens at jnefkens@dwkesq.com. Reasonable accommodations will be considered on a case-by-case basis, in accordance with applicable law.