

TATE & ASSOCIATES

Berkeley, CA

Legal Assistant/Secretary needed 75% time to full-time for a small personal injury defense firm.
Duties include:

- Handling court filings, including law and motion procedures
- Setting up new files
- Setting up and serving discovery responses
- Scheduling depositions
- Calendaring, calculating deadlines based on trial and other court imposed dates
- Ordering records to be subpoenaed and tracking their receipt, including follow-up
- Answering phones
- Filing

At least two years of civil litigation experience required.

Systems used include Microsoft Word, Outlook Amicus Attorney and Legal Solutions.

We are a woman owned firm that operates in a respectful, friendly atmosphere. Our work is professional, but the workplace is relaxed. We attempt to minimize stress and offer flexibility. Compensation commensurate with experience, and benefits available.

Please email résumé to Lauren Tate at ltate@tateandassociates-law.com