

## **Legal Secretary - Legal Administrative Assistant**

We have an opening for a FT Legal Assistant working 37.5 hours per week in-office.

Since 1978 we have been the premier Plaintiff's law firm in the East Bay specializing in severe injury, death cases, employment, and civil rights matters.

What do our Legal Administrative Assistants do?

Our Legal Assistants help ensure that our legal office runs efficiently and smoothly to enable Lawyers and Paralegals to focus on our clients' needs. They help ease the workload of Paralegals and Lawyers by providing general administrative support, such as answering telephone calls, taking messages, and photocopying documents. In addition to general administrative duties, they also have responsibilities with a specific legal focus, for example producing legal documents such as a proof of service or a CMC statement.

Experience preferences:

1-3 years working in a Plaintiff law firm or related transferable experience.

College degree and or Paralegal or Legal Secretary certification

This position supports three Paralegals and an Associate, and other team members as needed.

Skills and qualifications:

The ideal candidate must be able to multitask. A successful candidate will have various prerequisite skills and qualifications that include:

- Familiarity with legal terminology and documentation
- Knowledge of the civil litigation process
- Proficiency in word processing software including Office 365
- Excellent oral and written communication skills
- Ability to work with a team of Lawyers and others in the organization
- The ability to prioritize tasks and meet deadlines
- Attention to detail
- A professional and courteous manner
- Ability to type quickly and accurately
- Maintain and organize files
- Ability to draft standard correspondence, memoranda, and other documents.
- Possesses strong clerical skills including typing, transcribing, word processing, mail and contact management, spreadsheets, presentations, and all firm systems and databases.
- Exhibits good judgment and organizational skills to receive, record and disseminate all information on behalf of the clients and assigned attorneys (e.g., mail, interoffice mail, email, etc.)
- Regularly and accurately proofreads all documents to ensure accuracy and completeness prior to distribution or filing.
- Routinely reviews and follows-up on client deadlines and calendar appointments.
- Coordinates and makes necessary arrangements for meetings (i.e., depositions, mediations, interviews, and vendor and facility reservations).
- Regularly and consistently updates client files, notebooks, and pleading indices.
- Demonstrate ability to manage multiple projects with competing deadlines.

We believe in a work-life balance!

**Benefits: In addition to a friendly and professional work environment, we offer:**

Paid Dental, vision, medical and long-term disability insurance plans for all FT employees. We offer a 401k plan and cover either a monthly on-site parking pass or a monthly Fast Pass. Our office is near the 19<sup>th</sup> street BART station in Oakland.

Compensation ranges from \$19 to \$25 per hour depending upon work experience and qualifications.

Gwilliam Ivary Chiosso Cavalli & Brewer supports and encourages workforce diversity. We are an equal opportunity employer and provide equal opportunity to qualified individuals regardless of race, color, religion, national origin, age, gender, gender identity or expression, marital status, sexual orientation, ancestry, physical or mental disability, veteran status, or any other legally protected class in accordance with all applicable laws.

Interested? Please submit your cover letter and resume to [drames@giccb.com](mailto:drames@giccb.com) by January 6, 2023.

No phone calls or recruiters please.