

Legal Secretary – Messing Adam & Jasmine LLP – Sacramento, CA

Labor and Employment firm, Messing Adam & Jasmine LLP, seeks a full-time experienced Legal Secretary with at least five years civil litigation experience. Applicant must have a strong understanding of California and Federal Civil Procedure. Experience working with the various County Superior Courts and California Courts of Appeal. Any additional experience working with the State Personnel Board, Public Employment Relations Board, National Labor Relations Board and Office of Administrative Hearings is a plus, but not required. We are currently working in a hybrid/remote setting.

Main Job Tasks, Duties and Responsibilities

- Prepares, edits, proof-reads, formats, cite checking and finalizes correspondence, legal documents, including complaints, motions, briefs and subpoenas.
- Provide attorneys with basic research of litigation, statutes and regulations.
- Files and timely serves all pleadings with the appropriate courts and administrative agencies, and follows up to ensure all filings are completed.
- Calendaring litigation and other administrative agency deadlines.
- Client intakes.
- Prepares engagement letters.
- Process mail, which includes scanning, calendaring and routing to attorneys.
- Manages physical and electronic case files.
- Schedules and makes appointments and coordinates conference calls for attorneys as needed.

Qualifications

- 5 years of litigation experience
- Experience supporting multiple attorneys in a team environment.
- Excellent communication, interpersonal and writing skills.
- Must be highly organized, proactive, detail-oriented and able to multi-task.
- Knowledge of citation styles (Blue Book and California Style Manual).
- Proficiency in MS Word, Excel and Outlook.
- Paralegal certificate or CCLS certification is desired, but not required.

About our Firm

Messing Adam & Jasmine LLP focuses on the representation of public sector employee organizations and their individual members. Our attorneys have successfully litigated some of the most significant public employee labor relations cases in California history. These cases have benefited hundreds of thousands of public employees, not only in California, but throughout the United States. Please go to our website for more information about our firm – www.majlabor.com. Our Sacramento office is located at 980 9th Street, Suite 380, Sacramento, CA 95814.

Compensation is negotiable based on experience. We provide excellent benefits, including medical, dental, vision, life, LTD, vacation/sick time, Medical FSA and 401(k) profit-sharing. Qualified applicants should send their resume and references to heather@majlabor.com.