

# Experienced Legal Assistant, Plaintiff Personal Injury

Kershaw, Cook & Talley, PC, Sacramento, CA

## About the job

Sacramento plaintiff's law firm Kershaw Cook & Talley, PC is looking for an experienced Litigation Legal Secretary to add to the team. Our law firm is small but busy, primarily focusing on consumer class actions, defective medical device mass torts, and personal injury cases. We have more than 100 years of combined legal experience. Our Personal Injury practice area is experiencing significant growth so we require a highly skilled, career driven individual to join our team providing excellent service and representation for our clients.

The ideal candidate will have 3+ years (REQUIRED) of litigation experience, preferably with a plaintiff's firm. Must be well-organized, extremely detail oriented, and tech-savvy. Must possess excellent document preparation, typing, proofreading, and prioritization skills. The ideal candidate is a self-starter, has a strong work ethic, is flexible and adaptable, possess the ability to edit carefully, and enjoys working as part of a team or under minimal supervision.

Job responsibilities include but are not limited to:

- Corresponding and communicating with clients
- Conducting telephonic and in-person potential client intake interviews
- Requesting medical and billing records; reviewing and analyzing said records
- Drafting pleadings and discovery
- Drafting demand letters
- Preparation and service of subpoenas
- Filing in State and Federal Courts
- Scheduling, maintaining, and updating calendars (electronic and hardcopy)
- Booking and managing attorney travel and meetings
- Communicating with insurance companies through claims process
- Assisting in preparation of settlement demands

A qualified candidate must meet the following requirements:

- Must have a minimum of three-year's experience as a legal assistant
- Must be on-time and otherwise punctual
- Proficient usage of Microsoft Word, Excel, and Adobe Acrobat Pro
- Must be well organized and detail-oriented
- Must be able to work independently and be self-motivated
- Possess excellent verbal, writing, and proofreading skills
- Must have the ability to identify urgent tasks and prioritize time accordingly
- Must be able to multi-task and adapt to changing situations, priorities, and deadlines

The following additional qualifications are preferred but not required in a candidate:

- Experience with Filevine
- Bachelor's Degree
- Bilingual in Spanish

Compensation: Competitive salary dependent on experience; competitive benefits package including HSA, Medical, Dental, Vision, & 401(k).

**This position is in Sacramento, California (not remote). Applicants should send a cover letter, resume, and professional references to Kelci Bradwell at [info@kctlegal.com](mailto:info@kctlegal.com).**

**KCT is an equal opportunity employer. We value a diverse workforce and an inclusive culture. KCT encourages applications from all qualified individuals without regard to disability, race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, veteran status, or record of arrest or conviction.**