

## **JOB POSTING: LITIGATION SECRETARY**

**DOWNEY BRAND, LLP**

9/22/21

Downey Brand, LLP seeks a Litigation/Trust/Probate Secretary for its Sacramento Office. Candidates must have significant (5+ years) experience in a litigation environment, and have thorough knowledge of federal and state court procedures and timelines, including various e-filing platforms. Experience in Probate law a plus. Requires 65+ wpm accurate typing, word processing and proficiency with MS Office applications. Ability to accurately proofread documents, set priorities and work under pressure is critical. Must have a positive attitude, strong written and verbal communication skills, the ability to converse with clients, clerks and potential clients, impeccable attendance and punctuality, a strong work ethic, and be highly organized with an extreme level of attention to detail.

Qualified applicants may submit a cover letter and resume in confidence to Cindy Snook, Human Resources Director via the firm's web application ([www.downeybrand.com](http://www.downeybrand.com)). No phone calls please. Downey Brand LLP is an Equal Opportunity/Affirmative Action employer.