

## **Legal Secretary/Paralegal**

Remy Moose Manley, LLP is a law firm specializing in land use and environmental law with a focus on the California Environmental Quality Act (CEQA). RMM is known for its commitment to providing the highest quality legal representation and consulting services for the state's most ambitious building projects. Our attorneys are at the forefront of most major land use and development issues facing California today.

RMM is seeking a full-time Legal Secretary/Paralegal for our Sacramento office. The successful candidate will have been a legal secretary/paralegal for at least five years and have state litigation experience. Federal litigation and CEQA-related experience are also helpful.

The position requires excellent written and verbal communication skills and the ability to work independently as well as part of the support staff team. Initially, in-person attendance is required; once trained, remote work is possible.

RMM offers a generous benefit package and pay commensurate with experience.

Qualified candidates should submit their cover letter and resume to [recruit@rmmenvirolaw.com](mailto:recruit@rmmenvirolaw.com).