

BOUTIN JONES INC.

Job Description: Litigation Secretary

This position requires a high school diploma with five + years of experience, three of which will have come as a litigation secretary or paralegal in a law office or law-related office. Must have computer skills to meet standards of accuracy and speed set by this office. Spelling, grammar and punctuation must be exceptional. Basic ability in math and report keeping needed. Completion of at least 2 years of college or vocational school is helpful, but not required.

The candidate will have a team spirit attitude, be able to meet and communicate with people pleasantly and represent the law office in an efficient, professional manner. Must be a team player with the willingness to help with coverage.

Necessary Knowledge, Skills and Abilities:

- Proficient knowledge of State and Federal Rules of Court and California Code of Civil Procedure.
- Proficient knowledge of Court E-filing requirements.
- Familiar with Court, Secretary of State and County Recorder filing procedures and requirements.
- Familiar with law library.
- Proficient in Microsoft Office Suite: Word, Outlook, Excel, PowerPoint.
- Experience working with document management systems (comparable to OpenText eDocs, formerly known as Hummingbird DM).
- Document comparison software (compareDocs or Workshare).
- Document formatting software (Litera Innova).
- Time Entry software.
- Electronic Calendaring and Docketing (Compulaw).
- PDF Editing software (comparable to Foxit or Adobe).
- Scanning/OCR software.

Responsibilities

- Performs secretarial and clerical duties.
- Creates and maintains files, keeps records and prepares reports as requested.
- Trial preparation.
- Create and format pleading table of authorities and table of contents.
- Prepare and perfect documents for court filing; files and effects notice as required, including electronic court filings in Federal and State courts.
- Processes mail daily.
- Handles phone calls for attorneys.
- Responds to and generates email messages.

- Transcribes from dictation.
- Drafts routine correspondence and documents on own initiative for approval by attorneys.
- Schedules appointments, depositions and other events.
- Receives clients arriving for appointments (including beverages).
- Maintains electronic calendar for attorneys and self, including hearings, courts appearances, depositions, deadlines and other commitments.
- Enters attorneys' time electronically.
- Makes travel arrangements, hotel reservations and continuing education registrations for attorneys.
- Performs conflicts checks.
- Opens New Client/Matters in accordance with firm procedure.
- Performs other duties as required

#### Equipment Used

- Computer running Microsoft Windows Operating System
- ShoreTel Phone System
- Transcription
- Photocopier
- Printer
- Fax
- Scanner
- Postage meter and mail scale

This is a full-time position with competitive pay and benefits. Highly organized, detail-oriented and dependable candidates should send their resume to [Recruiting@BoutinJones.com](mailto:Recruiting@BoutinJones.com).