

Administrative Practice Assistant

Downey Brand LLP is looking for a full-time Administrative Practice Assistant for our litigation department in our Sacramento office. The candidate for this multi-faceted position must:

- * Be able to maintain confidentiality of our clients and their related documents
- * Be able to pay attention to detail and have strong organizational skills
- * Have the ability to set priorities and be capable of handling multiple interruptions while keeping on task and working independently
- * Have a firm understanding of basic filing principles; be able to arrange items according to alphabetic and alphanumeric structures
- * Have excellent computer skills, including Windows 7, Microsoft Office Word and Excel
- * Ability to lift up to 20 pounds

Duties include but are not limited to:

- * Calendaring
- * Scheduling
- * Filing documents
- * Entering Expense Reimbursements for a variety of personnel
- * Indexing documents
- * Scanning and copying large legal documents
- * Preparation of trial/deposition binders
- * Ability to learn how to prepare drafts of shells for legal documents
- * Performing clerical duties related to the above tasks

In addition to the skills and duties above, the ideal candidate will also have excellent grammar, spelling and proofreading skills. A positive attitude, strong written and verbal communication skills, impeccable attendance and punctuality, and a strong work ethic are essential. Experience with Legal Kay a plus.

We offer a congenial working environment, with excellent compensation and benefits. Qualified applicants may submit a cover letter and resume in confidence to Cindy Snook, Director of Human Resources, via the firm's web application.

No phone calls please. Downey Brand LLP is an Equal Opportunity/Affirmative Action employer.