

O'Laughlin & Paris, LLP located in Midtown Sacramento is seeking an experienced litigation secretary to support our water law and natural resources practice. The ideal candidate will be capable handling a multitude of duties in a medium size office setting. They will possess excellent organization and customer service skills, have the ability to prioritize their workload, and have great time management skills. O&P has a casual business environment, and members are often expected to perform tasks as a team.

Required Qualifications:

Advanced knowledge and experience with Office 365, Word, Outlook, Adobe and WordPerfect. A strong knowledge of filing/e-filing requirements in the California courts, including Federal courts. A strong knowledge of litigation process and ability to compute deadlines and calendar for state and federal courts, including appellate courts.

KEY RESPONSIBILITIES:

- Serving and filing legal documents with various courts
- Managing litigation calendars
- Assisting several attorneys
- Proofreading and formatting office work product for spelling and grammar
- Organizing and maintaining electronic client file system and database
- Scheduling appointments and keeping office calendar

QUALIFICATIONS:

- Strong writing, editing and interpersonal skills
- Judgment and tact in handling sensitive and confidential matters
- Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint), Westlaw, TimeSlips
- Minimum 4-6 years of relevant experience as Paralegal/Legal Secretary
- Managing outside vendors
- Managing several attorneys and support staff
- Expertise at proactively managing scheduling/managing conflicts
- Skillful gatekeeper

CONTACT:

Qualified candidates, please send resume to Valerie Kincaid at vkinaid@olaughlinparis.com.