

Family Law Secretary

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The Firm's Family Law practice group seeks an experienced litigation secretary interested in enhanced work-life balance as a full-time family law secretary in its Sacramento office. Candidates will be required to balance a mix of administrative and secretarial duties and should be able to thrive in a fast-paced document intensive environment. Must have proficient knowledge of Code of Civil Procedures.

Position requires excellent Microsoft Office Suite skills especially in Excel and Word. This position requires exceptional attention to detail and organizational skills, as well as strong written and verbal communication skills. A solid work ethic, impeccable attendance and punctuality, and the ability to work independently as well as part of a team are critical. A positive attitude, the ability to set priorities and work under pressure, and the ability to establish a good rapport with firm attorneys and clients are vital. Salary is commensurate with experience.

Qualified applicants must have a minimum three to five years of family law litigation experience. Please submit cover letter and resume in confidence to Cindy Snook, Director of Human Resources through the firm's web application. Submit your application for this position here: **Family Law Secretary**

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