

**LITIGATION LEGAL SECRETARY OPENING  
SAN FRANCISCO OFFICE OF A MID-SIZED MULTI CITY FIRM**

Immediate opening for a highly skilled and experienced Litigation Legal Secretary to support a partner and two associates.

To be eligible for this opening, the candidate must have knowledge in all areas of litigation, including labor and employment law. Knowledge of state and federal court systems, formatting pleadings and briefs, appeal briefs, table of contents, and table of authorities and styles required. Highly skilled in Word, Excel, PowerPoint, Outlook, iManage and InterAction is preferred.

- Bachelor's Degree is required.
- A minimum of 5-7 years of strong Litigation Legal Secretary experience is required.
- Knowledge of legal terminology, legal and court procedures, and e-filings a must.
- Ability to multi-task, prioritize and work efficiently to meet deadlines essential.
- Type 70+ wpm.

Candidate must be proactive, a self-starter with excellent communication skills (written and verbal), ability to interact effectively with partners, associates, staff and clients. Exceptional grammar, spelling and proofreading skills required. Attention to detail and ability to follow up and follow through a must. Must be reliable and punctual.

Along with a competitive salary and merit bonus, the Firm provides several group health plans and life insurance coverage options, dental and vision insurance, paid holidays, vacation, sick and personal days, transportation allowance, and 401(k) plan participation.

Please direct your inquiries and/or referrals to Susan H. Eres, Administrator, at [seres@nossaman.com](mailto:seres@nossaman.com).