



A leading and rapidly growing national litigation law firm is seeking an enthusiastic Litigation Secretary to join our San Francisco team. Conveniently located at the Montgomery BART Station in the Financial District. We are eagerly seeking candidates who foster a teamwork mentality, have excellent communication skills, problem-solvers, and willing to take ownership of their job. Flexibility and excellent organization skills are key in our fast-paced environment.

### **Essential Duties and Responsibilities:**

- Draft and review legal correspondence including thoroughly proofreading for errors in grammar, spelling, punctuation, and formatting
- Prepare and collect conflict of interest checks, open new files and maintain client files
- Maintain attorneys' calendars with hearing dates, filing deadlines, and other dates of importance
- Make client and client-related appointments for attorneys as necessary
- Professional demeanor with all Firm's clients, attorneys, staff, and vendors. Including responding to messages and requests in a timely manner and performing job duties with enthusiasm and a genuine perceivable zest to be of service
- Familiar with state and US Federal Court Case Management/Electronic Case File (CM/ECF)/PACER system, including submission of electronic filings
- Ability to organize and prioritize numerous tasks and complete them under time constraints with minimal supervision
- Proficient in software programs such as Microsoft Word, PowerPoint, and Excel, or other similar software programs necessary to perform essential duties of the position
- Provide assistance to others within the firm when requested based on priorities of current work-in-hand, promoting teamwork and mutual cooperation among all staff members

### **Qualifications and Experience:**

- Minimum of two years litigation secretarial experience
- Experience maintaining paperless files, iManage experience a plus
- Knowledge of service deadlines for various litigation tasks, including familiarity of the California Code of Civil Procedure
- Must successfully pass a background and drug screen

### **What we offer you**

- Competitive compensation
- Comprehensive benefits package, including medical, dental, and vision
- HSA and FSA plans available for employees and dependents
- Work-life balance
- Generous PTO policy
- 401K plan including a 3% Employer Safe Harbor contribution
- 1.5% Profit Sharing contribution



- Firm paid life insurance and long-term disability
- Employee Assistance Program
- Year-end bonuses and referral fee programs
- On-site cafe
- On-site gym offering discounted membership
- On-site barber
- Walking distance to Oracle Park and Pier 39
- Regular firmwide socials and events

*Freeman Mathis & Gary, LLP (FMG) is committed to providing equal employment opportunity to all applicants and employees by maintaining a workplace free of discrimination on the basis of race, color, religion, sex, national origin, age, disability, genetic information, or other protected group status as provided by law. FMG complies with all applicable federal, state, and local laws.*