



Legal Administrative Assistant – San Francisco, CA

Riley Safer Holmes & Cancila LLP (RSHC) is a diverse, service-oriented, and technologically sophisticated firm that is committed to providing legal and client service at the highest levels. We have a national litigation and transactional practice. We currently have more than 80 lawyers in offices in Chicago, San Francisco, Irvine, Ann Arbor, and New York. Founded March 1, 2016, our partnership features leaders in many fields of litigation and transactions including class actions, white collar, product liability, real estate, intellectual property, mergers & acquisitions, and general litigation.

We are a hard-working, collaborative, and friendly group of professionals who are motivated to support each other as we fulfill our Firm mission to be a law firm built for clients. The ideal incumbent will be team oriented, collegial, and collaborative, which are “must have” qualities for applicants, in addition to a proven track record of expertise with the following duties and skills.

Our San Francisco Office is recruiting an experienced Legal Administrative Assistant specializing in Litigation. This position performs a variety of administrative support duties and delivers high-quality services to internal and external clients, exhibiting commitment to integrity and excellence. The position requires thorough knowledge of all firm and practice specific administrative processes and procedures, information technology systems, research tools and a broad-based understanding of the clients, matters and associated practices. The scope of responsibilities includes prioritizing, managing and following through on multiple projects, and communicating effectively, courteously and professionally with clients, court personnel, attorneys, staff, and peers. Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodation or other reasons.

Essential Duties and Responsibilities*:

Communication Services

- **Electronic Communications Services**

Processes associated with the coordination or management of email, calendars, contact information, tasks or similar communications activities utilizing systems such as Outlook or manual systems.

- **Telecommunications Services**

Processes associated with the coordination or management of phone calls, voice mail messages or conference calls for various matters and trial preparation.

Document Services

- **Document Creation**

Processes associated with drafting, revising, proofreading or transcribing documents, PowerPoint presentations, Excel spreadsheets, or correspondence.

- **Drafting Documents**

Processes associated with the initial drafting of documents from handwritten notes, annotated hard copies, shorthand, discussions, etc. which may include transcription, translation, and court reporting.

- **Proofreading Documents**

Processes associated with the proofreading of documents for grammatical, spelling, format, and logic errors.

- **Revising Documents**

Processes associated with editing documents from handwritten notes, annotated hard copy, transcription, shorthand, etc. Includes comparisons, conversions, merges, creation of tables of contents/authorities, etc.

Court and Registration Services

- **Court Services**
Processes associated with court services including filing, requesting transcripts and litigation searching.
- **Name or Entity Searches**
Processes associated with company or business name searching and registration (e.g., filing documents, forms, charges, provisional charges).

Meeting, Travel, & Billing Coordination and Logistics

- Processes associated with coordinating and scheduling meetings, which may include identifying attendees, inviting/scheduling attendees, meeting RSVP tracking, menu planning and caterer selection, identification of support services needed, and equipment required.
- Manage travel arrangements and expense reimbursements
- Prepare bills, monitor, and follow up invoicing and collections

** This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.*

Competencies

The following are competencies required to be successful in this position:

- **Adaptability**
Ability to adapt to change (expected and unexpected) and balance competing demands in a fast-paced environment.
- **Customer Service**
Ability to work in collaboration within a group to ensure that internal and external clients are satisfied; includes the desire to understand client concerns and build trust.
- **Diligence**
Monitors, proofreads, and takes ownership of work product for accuracy, ability to apply organizing strategies to ensure projects are appropriately prioritized and resources are used effectively and efficiently, and performs independently with little supervision.
- **Effective Communication (Written and Verbal)**
Ability to communicate clearly and coherently, interpreting information and adapting communication to suit particular situations and audience needs. Demonstrates excellent communication, grammatical and proofreading skills.
- **Ethics**
Keeps client and firm information confidential at all times; understands and implements general rules of ethical behavior applicable to legal personnel.
- **Strong Interpersonal Skills**
Proactively demonstrates effective teamwork and communication with team members, actively participates in team meetings, prioritizes, and anticipates work needs, and works well under occasional periods of pressure and short deadlines.
- **Technology Skills**
Possesses strong knowledge of computer operation, spreadsheet software and word processing software; the use of Microsoft products and office technology — to include imaging and scanning applications — is required.

Education and/or Experience

- 5+ years' experience as a legal secretary and/or executive administrative assistant
- Extensive familiarity with legal documents, and terminology
- Proficiency with MS Office (Word, Excel, PowerPoint), Change-Pro, and Adobe

- Typing speed of at least 70 wpm with a high rate of accuracy

Work Environment

The team atmosphere is fostered not only by the lawyers, but by all members of the support staff. Our firm's employees are proud of collaborating to service firm clients. Our commitment to teamwork allows us to tap multiple fields of experience from our range of practice areas, ensuring our ability to meet each client's individual needs. Our team approach enables us to analyze a situation from several points of view until we uncover the advantage that makes the difference for our client.

The position is full-time non-exempt, with flexibility needed to work overtime, as necessary.

This position requires pre-employment screenings which include a criminal background check and reference check.

RSHC offers a comprehensive benefit package which includes medical, dental, vision, life insurance, short-term and long-term disability, and 401k.

RSHC is proud to be an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. RSHC is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.