



Office 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 with 15 professionals is recruiting for a highly efficient, professional and entrepreneurial individual to assist with junior paralegal and general office support tasks.

Essential Duties and Responsibilities*:

- Assist with various types of case related work including drafting correspondence, discovery responses and notices.
- Conduct legal research, prepare attorney working binders, create and manage client/matter related spreadsheets and assist with document productions.
- Process incoming office mail and route to appropriate attorney, answer phones and provide support for client meetings.
- Provide general secretarial support, update client matter files, help with court filings and the service of documents as needed.
- Manage office and kitchen supplies, conference room scheduling/setup and the storage of records both on and offsite.
- Other duties as assigned.

** 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:

- **Critical Thinker**
The ability to gather relevant information, interpret and evaluate the data, and make informed decisions. Develop sound, practical solutions and make timely decisions.
- **Effective Communicator (Written and Oral)**
The ability to communicate clearly and coherently, interpreting information and adapting communication to suit particular situations and audience needs.
- **Strong Interpersonal Skills**

The ability to develop and maintain relationships with others, and to work with others toward a common goal by working cooperatively, developing positive relationships, and providing information and assistance willingly.

- **Detail-Oriented**

The ability to develop and apply comprehensive planning and organizing strategies to ensure projects are appropriately prioritized and resources are used effectively and efficiently.

- **Proactive**

The ability to see opportunities to make improvements and independently choose strategies to achieve them; envisions new and innovative possibilities and acts on them independently to achieve benefits.

- **Manages Change**

The ability to change directions quickly as workflow needs change, and to respond with flexibility to a changing work environment.

- **Technical Skills/Learning**

The ability to quickly learn and integrate new technical skills and knowledge; seeks out avenues to enhance technical skills.

Education and/or Experience

- A Bachelor's degree or similar is preferred
- Must have a strong work ethic with the ability to multitask, prioritize, organize workflow, and use time efficiently.

Skill Set and Abilities:

- **Language Skills**

Must have strong communications skills (i.e., communicate clearly and effectively in both written and spoken English).

- **Reasoning Ability**

- Uses the utmost discretion regarding sensitive company and employee information.
- Must be able to coordinate resources and responsibilities and be able to get along well with others.
- Must be able to develop a strong rapport with various department staff earning trust and respect.

- **Physical Ability**

May be required to lift up to 15 pounds.

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.