



Legal Secretary – 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 75 lawyers in offices in Chicago, San Francisco, 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.

Our San Francisco office is recruiting for an experienced Legal Secretary specializing in Litigation to join our San Francisco office. The Legal Secretary will be responsible for supporting several attorneys by performing a variety of administrative duties, including drafting legal documents, communicating with clients and various court personnel. 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. Team oriented, collegial, and collaborative are “must have” qualities for applicants, in addition to a proven track record of expertise with the following duties and skills.

Job Duties:

- Draft, revise and proofread legal documents, including motions, interrogatories, and subpoenas.
- Prepare responses to complaints and discovery requests.
- Organize case files and maintain documents.
- Schedule court depositions, hearings, and client meetings.
- Make travel arrangements for various attorneys.
- Prepare attorney travel reimbursements.
- Manage calendars.
- Create and manage binders for trial and business development purposes.

Qualifications:

- 7+ years’ experience as a legal secretary.
- Extensive familiarity with legal documents, and terminology.
- Strong knowledge of California laws, rules and pleadings.
- Proficiency with MS Office, Excel, PowerPoint, Change-Pro and Adobe.
- Typing speed of at least 70 wpm with a high rate of accuracy.
- Able to effectively prioritize and meet client and court deadlines.
- Excellent written and oral communication skills.



- Courteous and professional demeanor.
- Trial experience.
- Strong sense of discretion.

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.