

Job Description: Litigation Secretary

San Francisco Office

Non-Exempt, 37.5 hours/week, Hours Vary



Primary Responsibilities

- Calendaring
 - Calculate and calendar in ProLaw all dates related to case, according to statutory local, state, federal and administrative rules.
 - Apprise attorneys and all necessary team members of deadlines.
- ProLaw
 - Keep ProLaw properly updated, including utilizing the correct codes and categories for saving documents, and keeping case information up to date with the correct party names, filings, etc.
 - Scan client related documents and emails into ProLaw before sending to filing for hardcopy records.
- Prepare legal documents using correct formatting, especially Tables of Contents and Tables of Authorities.
- Process e-filing and hard copy filing with courts.
- Assist with trial preparation.
 - Put together binders, indices, exhibits, presentation materials, etc.
 - Create Jury Instructions.
- File Management
 - Keep files updated and current and in electronic format.
 - Close out files according to firm policy, ensuring legal requirements are met.
- Perform document review when needed.
- Keep current with Insurance Litigation Guidelines.
- Open new cases in Legal Solutions.
- Communicate with attorneys regarding progress on tasks, confirm priorities if necessary.
- Timely send correspondence and client documents.
- Copy and fax, using Office Services when appropriate.
- Communicate with clients, vendors and opposing counsel.
- Schedule conference rooms for client meetings and depositions; arrange technology requirements.
- Make travel arrangements for team members.
- Transcribe dictation tapes and burn CDs/DVDs as needed.
- Provide relief Reception coverage.
- Perform other duties as needed based on practice area and firm demands.

Experience/Skills Required

- Five years of experience in all phases of complex litigation (discovery, trial, appeals): Understanding of litigation, local, state, federal and administrative rules (including bankruptcy and tax court rules or other specialties per attorney practice), law & motion and related docketing requirements
- Ability to calculate and calendar legal deadlines in accordance with statutory local, state, federal and administrative rules.
- Support of multiple attorneys
- ProLaw or other document management system strongly preferred
- Microsoft Office Suite - experience creating Tables of Contents, Tables of Authorities, initial drafts of pleadings, tracking changes in Word, scheduling appointments in Outlook, etc.
- Strong communication, grammar, proofreading, time management and organizational skills

Expectations

- Proactive work style
- Positive, team player
- Professional, courteous and respectful interactions with clients and co-workers
- Adherence to MPBF policies and procedures
- Adherence to regular schedule, schedule PTO and makeup time in advance; alert attorneys when schedule changes
- Work overtime when required to meet deadlines and client needs
- Flexibility and willingness to adapt to changing job needs and responsibilities

MPBF is an equal opportunity employer and offers a professional work environment with a competitive salary and benefit package. Please send your resume and cover letter to Human Resources at recruiting@mpbf.com.