

Fredericks Peebles & Patterson LLP, a national law firm dedicated the representation of Indian tribes and tribally owned entities, seeks an experienced legal secretary to join a collegial team of results-oriented practitioners in our Sacramento Office.

#### OVERVIEW:

The Legal Secretary will provide legal and administrative support to senior attorneys. This essential, highly responsible and accountable position requires the individual to work independently, anticipate needs, be proactive, maintain confidentiality, and demonstrate professionalism. The successful candidate must deliver excellent work and superior service to the Firm and the Firm's clients. The candidate must also possess strong organizational and time management skills, communicate effectively and be flexible as demands and priorities change.

#### REQUIRED duties and experience include:

- Document production and file management
- Extensive experience with e-filing in administrative, state and federal courts
- Draft, proofread and edit correspondence
- Client interaction/communication with clients, courts, and attorneys
- Knowledge of court rules and civil procedures in State and Federal jurisdictions
- Legal calendaring and other electronic court rule programs
- Management of multiple calendars, appointments and travel arrangements
- Preparation of travel/expense reimbursements

#### QUALIFICATIONS:

- High school diploma or GED; Associates / Bachelor's degree is preferred.
- Minimum of 5 years of law firm experience required. Supporting a minimum of three attorneys in a mid-size firm is preferred.
- Advanced skills in Word 2013 or higher (using styles, generating TOC, track changes, document comparison) and Outlook; basic proficiency in Excel
- Experience with the following software preferred: ProLaw; Adobe Acrobat Pro
- Knowledge of and experience with federal and state court systems including federal e-filing and state court online filing systems
- Exceptional grammar, spelling, and proofreading skills
- Fundamental knowledge of legal terminology, court rules and procedures
- Practical knowledge of client billing
- Successful candidates must be proactive, service oriented, detailed, reliable, and have satisfactory references and background check. We offer a competitive salary and benefits package and promote a positive and rewarding work environment.

#### SALARY:

- Competitive salary and generous benefits package provided.

Qualified candidates are invited to submit a resume and cover letter to Samantha Holdstock at [sholdstock@ndnlaw.com](mailto:sholdstock@ndnlaw.com). Learn more about us at [www.ndnlaw.com](http://www.ndnlaw.com). No agency inquiries please.