

BOUTIN JONES, INC.
Floater Litigation Secretary

Boutin Jones is seeking an experienced litigation secretary to serve as a floater to support the firm's litigation staff. This is a fulltime position and requires a high school diploma with five+ years of experience, three of which will have come as a litigation secretary or paralegal in a law office or law-related office. Must have computer skills to meet standards of accuracy and speed set by this office. Spelling, grammar and punctuation must be exceptional. Basic ability in math and report keeping needed. Completion of at least 2 years of college or vocational school is helpful, but not required.

The candidate will have a team spirit attitude, be able to meet and communicate with individuals pleasantly and represent the law office in an efficient, professional manner. Must be a team player with the willingness to help with coverage.

Necessary Knowledge, Skills and Abilities:

- Proficient knowledge of State and Federal Rules of Court and California Code of Civil Procedure.
- Proficient knowledge of Court E-filing requirements.
- Familiar with Court, Secretary of State and County Recorder filing procedures and requirements.
- Proficient in Microsoft Office Suite.
- Experience working with document management systems (comparable to OpenText eDocs (formerly known as Hummingbird DM).
- Document comparison software (comparable to Delta View/Workshare®).
- Document formatting software (comparable to Litera Innova or Legal MacPac).
- Adobe/PDF.
- Scanning/OCR software.

Responsibilities

- Performs secretarial and clerical duties.
- Works closely with litigation staff.
- Assists with the creation and maintenance of files and document indices.
- Create pleading shells.
- Create and format pleading table of authorities and table of contents.
- Responds to and generates email messages.
- Transcribes from dictation.
- Perfects documents for court filing; files and effects notice as required.
- Performs other duties as requested.

Equipment Used

- Computer running Microsoft Windows Operating System
- ShoreTel Phone System
- Transcription Software

- Photocopier
- Printer
- Fax
- Scanner
- Postage meter and mail scale

This is a full-time position with competitive pay and benefits. Interested applicants should send their resumes to Recruiting@BoutinJones.com with “Lit Floater” in the subject line.