



Legal Practice Assistant

Sacramento, CA

Position Summary:

Our Sacramento, California office has an opportunity for an experienced Legal Practice Assistant to join the firm's expanding practice. On a day-to-day basis, the Practice Assistant works under the direction of attorneys and paralegal to whom the practice assistant is assigned. Under limited supervision, supports the delivery of quality legal services to clients by providing secretarial and administrative assistance to attorneys, performing complex and specialized secretarial and clerical tasks, and working collaboratively and cooperatively with others in a team-oriented environment. This position supports multiple attorneys as primary assignments and also provides back-up secretarial assistance to other attorneys as assigned.

Requirements:

- 5+ years of experience as a practice assistant or legal secretary, preferably in a labor/employment litigation practice.
- Knowledge of legal terminology, legal documents and legal processes.
- Federal and state court experience, including ECF filings.
- Knowledge of rules and filing requirements with the Division of Occupational Safety and Health.
- Accurate typing of at least 70 words per minute.
- Strong computer proficiency in the use of MS Office, document management, time entry, e-filing and database software.
- Excellent communication skills, written and verbal.
- Superior organizational skills including filing, calendaring, proofreading, and attention to detail.
- Time management skills and ability to work independently as well as with a team.

Please note, we are not working with outside recruiters for this position.

Benefits:

Ogletree Deakins offers a robust suite of benefits for our Staff including: Paid Time Off, Sick Time, a 401(k) matching program, Profit Sharing, Paid Holidays, Paid Parental Leave, affordable Health and Life Insurance including Dental & Vision coverage, Health Savings Account /Flexible Spending Accounts to help offset the cost of dependent care and/or health care expenses, Teladoc (24/7 access to a doctor by phone or online video), Tuition Reimbursement and an Employee Assistance Program.

Contact:

To apply for this position, please submit your application through the APPLY NOW button on the top of the page. If you have any questions about this opportunity, please reach out to Brittney Padilla at brittney.padilla@ogletree.com with "Sacramento – Practice Assistant" in the subject line.

Ogletree Deakins

To learn more about our culture and to keep up to date with all of our opportunities, follow us on Twitter @JobsAtOgletree and visit our LinkedIn Company Page.

Firm Overview:

Ogletree Deakins is one of the largest labor and employment law firms representing management in all types of employment-related legal matters. The firm has more than 900 lawyers located in 53 offices across the United States, Canada, Europe and Mexico. Ogletree Deakins has been named a "Law Firm of the Year" for eight consecutive years by U.S. News – Best Lawyers® "Best Law Firms". In 2019, the publication named Ogletree Deakins its "Law Firm of the Year" in the Employment Law category. In addition to handling labor and employment law matters, the firm has thriving practices focused on business immigration, employee benefits, and workplace safety and health law. Ogletree Deakins represents a diverse range of clients, from small businesses to Fortune 50 companies.

We are fully committed to the importance of diversity within the legal profession, as well as all workplace environments and strongly encourage the interest of diverse candidates in the firm.
Equal Opportunity Employer.