

## **Legal Secretary**

Trucker Huss ([www.truckerhuss.com](http://www.truckerhuss.com)), an ERISA and employee benefits specialty law firm, with twenty-eight attorneys, is seeking a Legal Secretary to join our team. The position is located in downtown San Francisco. We are the largest specialty firm in our practice area in the Western United States, and are nationally recognized for our expertise and the quality of our legal services with clients located throughout the nation.

### Responsibilities:

- Support five attorneys in their litigation and transactional practices
- Prepare legal documents and correspondence from draft and edits to final form
- Onboard new clients including new matter memos and engagement letters
- Handle filing in state and federal courts
- Manage attorney calendars including meeting coordination, conference room scheduling, and travel arrangements
- Assist with billing process including time entry, proofreading, and preparing cover letters
- Backup Litigation Department calendar using CompuLaw
- Prepare expense reports and check requests
- Coordinate mailing, deliveries, and copying

### Qualifications:

- High school diploma or GED
- Minimum of three years of litigation and transactional experience
- Proficiency in MS Office 2010, LegalMaster, FileSurf, eDocs, CompuLaw or willingness to learn
- Ideal candidate will be organized, reliable, tech-savvy, have strong communication skills, and be a team player

Trucker Huss offers competitive compensation, benefits, and a collegial work environment. To apply, please email your resume and cover letter as attachments to: [recruiting@truckerhuss.com](mailto:recruiting@truckerhuss.com). Thank you.