

### **Experienced Legal Secretary (at least 3 years of litigation experience)**

Trucker Huss, an ERISA and employee benefits law firm, seeks a Litigation Secretary to join its Los Angeles office. With 29 attorneys across 2 offices in San Francisco and Los Angeles, Trucker Huss is the largest firm in its practice area in the Western United States. This is an exciting opportunity to join a team of experienced legal professionals nationally recognized for their expertise and commitment to client service.

Among other things, this position will be responsible for:

- Supporting attorneys in the Los Angeles office
- Preparing, filing, and serving legal documents in federal and state court matters
- Preparing and sending correspondence
- Preparing client intake documents

The successful candidate will:

- Possess a high school diploma or Associate's Degree (preferred)
- Have a minimum of 3 years of litigation experience
- Be proficient in MS Office 2010, document management systems, and time & billing systems
- Be organized, reliable, resourceful, adaptable to change, an effective communicator, and 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).