



The Opportunity:

Legal Secretary – Transactional and Center (Flexible Hybrid in SF)

Legal Secretaries support the delivery of quality legal services to clients by providing secretarial and administrative assistance to attorneys, performing transactional secretarial tasks and complex and specialized litigation, and working collaboratively and cooperatively with others in a team-oriented environment. This position supports assigned corporate attorneys and also provides assistance to the Secretarial Center who supports attorneys when their assigned secretaries are absent or have left for the day and also provides overflow secretarial support. Works with other Secretarial Center secretaries as a team to ensure that all incoming jobs are prioritized and completed expeditiously.

This position is based in San Francisco, CA but may be either fully in the SF office or a flexible hybrid position working remotely and in the office, as needed.

The Day-to-Day:

Prepares Documents: Using the firm's word processing and document management software, keyboards, prepares and processes correspondence, memoranda, presentations, tables and spreadsheets as well as complex legal documents according to the requirements set by each court and practice area requiring knowledge of legal terminology and advanced formatting skills. Prepares shell/template documents (including pleadings and discovery) for attorneys. Composes and drafts routine cover letters, emails and documents. Proofreads documents and reviews for appropriate formatting, spelling and grammar. Prepares revisions and redlines documents as directed. Coordinates lengthy and complex document preparation with the Word Processing staff as needed.

Files Documents with Court: E-files (and paper files, when applicable) documents with local, state, federal and appellate courts. Researches local rules. Prepares documents for filing under seal. Prepares courtesy copies.

Processes Correspondence: Reviews, profiles and distributes incoming communications. Prepares and processes outgoing mail, arranges for specialized mail or messenger services as required. Ensures that all attachments, exhibits and enclosures are included. Coordinates activities with the mailroom personnel as needed.



Maintains Calendar: Maintains and updates the calendars for assigned attorneys, including meetings, appointments, due dates, and client-related activities. Coordinates specific dates with the Calendar Department as needed.

Maintains Files: Responsible for creating and maintaining client records, files and indexes electronically according to firm policies and procedures. Performs profiling and minimal hardcopy filing (as firm migrates to paperless) and retrieves files as needed. Works with the Secretarial Assistant and the Records Department to accomplish this task. .

Coordinates Financial Functions: Enters attorney timesheets in a timely manner. Prepares expense reimbursement and disbursement requests. Edits bills in online billing system and coordinates client billing matters with the billing staff in the Accounting Department.

Provides Administrative Support: Prepares and processes conflicts requests and new matter forms. Coordinates travel arrangements, prepares itineraries, and prepares travel expense reports. Schedules meetings and arranges for conference rooms and meals. Maintains and updates contact names and addresses in the firm's contact database. Communicates effectively with clients and with others in the firm. Is proactive in anticipating the business needs of the attorneys; plans ahead and meets deadlines. Works proactively with the attorneys to move administrative tasks forward in accordance with firm requirements.

Maintains Records: Enters information on the Secretary Center Job Completion log.

Cooperates with Team Efforts: Demonstrates effective teamwork and communication. Follows Center protocol for marking jobs and copying secretary and Center. Provides assistance to other secretaries as time permits. Works cooperatively with other departments and individuals in the firm.

Other: Performs other related secretarial and administrative duties as assigned. Overtime work may be required and flexibility to cover as evening secretary may occasionally be required.



Requirements:

Experience:

At least three to five years of legal secretarial experience is required, including litigation experience.

Education:

High school diploma or GED required; BA preferred.

Knowledge, Skills and Abilities:

- Demonstrated knowledge of legal terminology, legal documents, and legal processes in the area(s) in which the Legal Secretary is employed.
- Strong computer proficiency in the use of the MS Office Suite of software (Word, Outlook, and Excel), pdfs, document management, time entry and other database software.
- Accurate typing at a net speed of at least 65 words per minute.
- Excellent communication skills, both written and verbal; demonstrated understanding of correct grammar, spelling and punctuation.
- Ability to work effectively within a team environment and to work proactively.
- Strong time management skills and the ability to work under pressure in a fast-paced environment; ability to coordinate multiple tasks concurrently and to meet deadlines.
- Strong organizational skills, interpersonal skills, and attention to detail.

Please apply by sending your resume and cover letter to careers@fbm.com.

What We Provide:

Farella supports all the members of our Farella family in achieving both personal satisfaction and professional accomplishment. Farella provides competitive salary and excellent benefits including comprehensive, medical, dental, vision, generous PTO, educational reimbursement and charitable contribution matching. The annual base compensation range for this California position is between \$85,000 and \$105,000. Placement within the salary range depends upon a number of factors including years of experience and professional skills required for this role. Additional compensation may include a discretionary bonus, health and welfare benefits, PTO, leave, paid holidays and retirement plan benefits.



At Farella, we recognize that the contributions, individuality and diversity of all of our professionals are key to the firm's success and meeting the needs of our clients. And like our clients, we value attributes such as enthusiasm, character, and high ethical standards. In fact, these are core qualities in all the individuals who come to work with us—and in all those with whom you will work! The longevity of those in all positions at the firm speaks to the warm, collegial, professional and rewarding environment at the firm. Farella has for many years been named one of the Best Places to Work in the Bay Area by the *San Francisco Business Times / Silicon Valley Business Journal*, and placed #1 in our size category for the past three years. We ranked the #4 Best Midsize Law Firm to Work For in the United States by Vault.

Who We Are:

Farella Braun + Martel is a leading Northern California law firm representing corporate and private clients in sophisticated business transactions and complex commercial, civil and criminal litigation. Clients seek our imaginative legal solutions and the dynamism and intellectual creativity of our lawyers. We are headquartered in San Francisco and maintain an office in the Napa Valley that is focused on the wine industry.

Farella's commitment to supporting the industries of Northern California and our entrepreneurial responsiveness to the regional demands, have driven our growth and evolution. Nimbleness and opportunistic management have propelled our success through 60 years. From trial prowess in high-stakes litigation to utility-scale renewable energy project development and complex transactional expertise, Farella's clients rely on and appreciate our fierce focus on client service and high quality work. Farella has successfully fused the quality, experience and resources of large firms with the relationship, flexibility and personal attention associated with a mid-sized firm.

Commitment to Diversity, Equality + Inclusion

We strive to ensure that everyone working at Farella feels like they belong. To that end, our recruiting, retention and practice development programs welcome, support and promote the interests of women, families and people of all ethnicities and sexual orientations. At Farella, we are committed to diversity, both as an ethical ideal and as a business imperative.

Recognition

Farella has received industry and peer recognition equal to any firm in the country. Our attorneys include fellows of the American College of Trial



Lawyers, American College of Appellate Lawyers, American College of Environmental Lawyers, American College of Coverage Counsel, College of Labor & Employment Lawyers, and American College of Investment Counsel. Farella has been named among *Law360's* California Powerhouses, featured on the *National Law Journal's* Midsize Hot List.

Green Business

In 2006, Farella was the first major law firm in San Francisco to obtain certification as a green business by the San Francisco Green Business Program, recognizing the firm for meeting the program's stringent environmental standards. We received our fourth Green Business certification in 2020.

Farella is committed to equal employment opportunity and providing reasonable accommodations to applicants with physical and/or mental disabilities. We value and encourage diversity and solicit applications from all qualified applicants without regard to race, color, gender, sex, age, religion, creed, national origin, ancestry, citizenship, marital status, sexual orientation, physical or mental disability, medical condition, military and veteran status, gender identity or expression, genetic information, change of sex or transgender status, genetic information or any other basis protected by federal, state or local law.

Farella is an Equal Opportunity Employer