

LEGAL SECRETARY - LITIGATION (Downtown Sacramento)

Somach Simmons & Dunn, a mid-sized environmental law firm, is currently looking for an experienced legal secretary with a minimum three years of civil litigation experience, water court litigation experience, as well as some public agency experience. Qualified candidates should possess excellent communication, organizational, document production, and computer skills combined with a strong work ethic. Candidates must have a thorough working knowledge of Word, Excel, type at least 65 wpm, and possess excellent spelling, grammar, and punctuation skills. Working knowledge of both federal and state court rules is required. Candidates must be able to work independently, have the ability to multi-task, be detail-oriented, and be a team player.

Somach Simmons & Dunn offers an excellent work environment with competitive salary and benefits including paid parking. Insurance benefits are 100% employer paid for both the employee and their dependents. Interested candidates should send their resume with cover letter including salary requirements to hr@somachlaw.com or Somach Simmons & Dunn, Attn: Human Resources, 500 Capitol Mall, Suite 1000, Sacramento, CA 95814 (no phone calls please).

Somach Simmons & Dunn is an Equal Opportunity employer.