

## **Legal Assistant - Brower Law Group**

### **Job Description:**

Brower Law Group is a leading boutique litigation firm in Irvine. Our practice includes a wide range of civil litigation, but focuses on business litigation and policyholder-side commercial insurance coverage. We are a law firm free of the yelling, screaming, and other onerous conditions found at many other firms.

We are hiring a talented legal assistant to join our current staff in assisting our seven attorneys in our brand new Irvine office. Qualified candidates for this position should have a strong understanding of civil business litigation, State and Federal court procedures, experience e-filing and serving legal documents, experience calendaring matters, and excellent word processing skills (formatting documents to court specifications, preparation and modification of table of contents/authorities, initial drafting of standard legal documents). Please provide a brief cover letter to indicate that you actually read this posting.

Compensation may be increased for extraordinary candidates and those with significant relevant experience.

### **Responsibilities:**

- Internally file of document using NetDocuments (competency with this program is highly valued, but not required) and in physical files.
- Serve and e-file documents in various state and federal courts.
- Calendar hearings and due dates (Deadlines.com).
- Monitor and document productions of files in litigation.
- Assist attorneys in all aspects of document drafting and revision, including creating tables of contents and tables of authorities.
- Prepare files and documents for hearings and trials.
- Assist in the document production process.

### **Qualifications:**

- Excellent computer skills (Microsoft word mastery, including table of contents and table of authorities).
- 3+ years of prior experience working as a legal assistant.
- Patience.
- Attention to detail.
- Confidentiality.
- A willingness to learn and adapt to new software.
- All employees must be fully vaccinated against COVID-19.

Job Type: Full-time

Pay: \$75,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday

Travel requirement:

- No travel

Application Question(s):

- Do you live within a 45-minute commute to our Irvine office?
- Please list which court systems you have experience filing in, including California State and Appellate Courts, Federal District and Appellate Courts, etc.

Experience:

- Legal Assistant: 3 years (Required)
- Civil Litigation: 2 years (Required)

Work Location: In person, 9AM to 6PM with 1 hour for lunch.

Interested applicants can send resumes to [Jason@BrowerLawGroup.com](mailto:Jason@BrowerLawGroup.com).