**LITIGATION SECRETARY**

San Francisco

**RESPONSIBILITIES:**

* Assists lawyers with correspondence, pleadings, motions, and discovery documents.
* Creates and manages documents (such as motions, under seal pleadings, subpoenas, court forms, routine notices) using Adobe Acrobat, Best Authority and Forms Workflow software, as necessary.
* Ability to e-file pleadings in State, Federal and Appellate Courts
* May perform research, compile/organize documents/data, and assemble pertinent documents/preparing binders for trials/depositions.
* Booking flights and organizing itineraries for travel
* Provides back-up secretarial coverage when needed.

**SKILLS AND ABILITIES:**

* Minimum of 7-10 years of litigation experience required.
* Proficient in Microsoft programs (Word, Excel, PowerPoint), iManage, Adobe Acrobat, Best Authority and Forms Workflow software.
* Proficient knowledge of legal/litigation terminology, court procedures, calendaring procedures, e-filing/service, scanning and saving documents, and procedures employed in coverage and litigation matters.
* Solid organizational skills, communication skills, and diligence.
* Ability to work simultaneously on a variety of projects and work effectively under pressure.
* Communicates effectively with attorneys and legal personnel at all levels.
* Flexibility for overtime.
* Hybrid Schedule: 3 in office; 2 remotely.

**About Keker, Van Nest & Peters**

For more than 40 years, Keker, Van Nest & Peters has litigated complex, high-stakes civil and criminal cases throughout the nation. We take cases where companies, products, and careers are riding on the result. Our clients are high-profile individuals, as well as some of the world’s most successful companies, including Genentech, Google, Instacart, Major League Baseball, Meta, Netflix, Lyft, and Qualcomm. Recently we have been named as *The Recorder’s* Tech Litigation Department of the Year and *The American Lawyer’s* Litigation Boutique of the Year, among many additional prestigious recognitions. The firm not only prides itself on its record of success at trial, but in the office culture it maintains.

Our office, in the historic Jackson Square district of San Francisco, features brick and timber architecture, an eclectic modern art collection, and an open-door policy. The office environment is fast-paced, dynamic, and informal. Enjoy the camaraderie of a smaller firm that values each team member’s contributions. Salaries and benefits are competitive with the legal market. If this sounds like a good fit, we are excited to hear from you. Please email resumes to Jeanne Freed, Human Resources Manager, staff[recruiting@keker.com](mailto:recruiting@keker.com).

The salary for this California based role is $110,000- $135,000 DOE and represents the firm’s good faith and reasonable estimate of the range of possible compensation at the time of posting. Actual compensation will depend on several factors, including but not limited to, the candidate’s years of experience, qualifications, and skill set.

*Keker Van Nest & Peters LLP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression,**reproductive health decision-making or any other characteristic protected by federal, state, or local laws.  This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*