

# United States Jobs Expertini®

## Litigation Secretary

[Apply Now](#)

Company: LHH

Location: United States

Category: other-general

Temporary Litigation Secretary Location: San Francisco, California Hourly Rate: Up to \$35 per hour Type: Contract, Onsite, Full-Time Responsibilities: Assist attorneys with trial and hearing preparation, ensuring accurate organization and preparation of necessary documents. Format and draft court documents for California state and federal courts with precision. Electronically file documents in compliance with court requirements. Research court filing requirements to ensure compliance and accuracy. Create and manage Tables of Authorities (TOAs) and Tables of Contents (TOCs) for document navigation. Prepare and serve subpoenas as needed. Maintain records of project priorities and deadlines for timely completion. Qualifications & Skills: 3+ years of experience as a litigation secretary in a fast-paced legal environment. Excellent written and verbal communication skills. Strong organizational abilities and attention to detail. Knowledge of local, State of California, and federal litigation rules. Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint). Understanding of legal calendaring systems is advantageous.

[Apply Now](#)

### Cross References and Citations:

- [1. Litigation Secretary Abudhabijobsearch Jobs United States Abudhabijobsearch ↗](#)
- [2. Litigation Secretary Netherlandsjobs Jobs United States Netherlandsjobs ↗](#)

3. **Litigation Secretary CarejobsJobs United States Carejobs** ↗
4. **Litigation Secretary Kashmirhub Jobs United States Kashmirhub** ↗
5. **Litigation Secretary Ai-ml-jobs Jobs United States Ai-ml-jobs** ↗
6. **Litigation Secretary Baghdadjobs Jobs United States Baghdadjobs** ↗
7. **Litigation Secretary Searchukjobs Jobs United States Searchukjobs** ↗
8. **Litigation Secretary Londonjobs Jobs United States Londonjobs** ↗
9. **Litigation Secretary ProgrammingjobsnearmeJobs United States Programmingjobsnearme** ↗
10. **Litigation Secretary NgojobsJobs United States Ngojobs** ↗
11. **Litigation Secretary Angularjobs Jobs United States Angularjobs** ↗
12. **Litigation Secretary GeneticsjobsJobs United States Geneticsjobs** ↗
13. **Litigation Secretary ContractjobsJobs United States Contractjobs** ↗
14. **Litigation Secretary Francejobs Jobs United States Francejobs** ↗
15. **Litigation Secretary Barcelonajobs Jobs United States Barcelonajobs** ↗
16. **Litigation Secretary Norwayjobs Jobs United States Norwayjobs** ↗
17. **Litigation Secretary Parisjobs Jobs United States Parisjobs** ↗
18. **Litigation Secretary Dohajobs Jobs United States Dohajobs** ↗
19. **Litigation secretary Jobs United states** ↗
20. **AMP Version of Litigation secretary** ↗
21. **Litigation secretary United states Jobs** ↗
22. **Litigation secretary Jobs United states** ↗
23. **Litigation secretary Job Search** ↗
24. **Litigation secretary Search** ↗
25. **Litigation secretary Find Jobs** ↗

Source: <https://us.expertini.com/jobs/job/litigation-secretary-united-states-lhh-2591-16172/>

Generated on: 2024-05-04 by [Expertini.Com](https://www.expertini.com)