

LITIGATION LEGAL SECRETARY/PARALEGAL, Reno, NV (with paid relocation assistance). Reno-Tahoe isn't just a vacation destination! Northern Nevada is situated in the Sierra Nevada Mountains, just a 40-minute drive from beautiful, breathtaking Lake Tahoe. The area offers year-round outdoor activities, endless entertainment and dining options. Just a short jaunt from the Silicon Valley and the Bay Area, and their economy is booming! No State income tax makes our area very desirable for new businesses and families to call Northern Nevada home.

Our Law Firm is Nevada based and is one of the largest law firms in Nevada. We are actively looking for an excellent full-time legal secretary/paralegal. We offer relocation assistance, competitive compensation and an excellent benefits package for the ideal candidate. Having been awarded Best Place to Work 5 years in a row, shows our commitment to maintaining a positive culture and work-life balance.

Benefits include 100% paid healthcare for employees (50% for dependents), 401k, dental, life/disability, vision, FSA & HSA, and a generous profit-sharing contribution from the firm after your first year!

The ideal candidate will have at least five years of experience in Commercial Litigation. Certified Paralegal through exam or accredited program is a plus. Proficiency with Windows-based software and Microsoft Word, Excel, PowerPoint and Outlook are required.

The Litigation Secretary will assist a senior partner in the preparation and revision of various documents including pleadings, motions and contracts. In addition, the Secretary will be responsible for administrative duties, including, but not limited to, answering phones, maintaining client files, managing attorneys' calendars, travel itineraries and processing expense reports.

SKILLS & COMPETENCIES:

The position requires exemplary organizational skills, attention to detail, top-notch client service skills, strong verbal and written communication skills, and the ability to work well under pressure, multi-task and set priorities while meeting deadlines in a fast-paced environment. The successful candidate will be a team player with a positive attitude, and the ability to effectively interface with clients, client representatives, outside counsel and advisors.