

## Sacramento – PA 3

### Position Summary

Our Sacramento office has the opportunity for an experienced Legal Practice Assistant to join the firm's expanding practice. On a day-to-day basis, the Practice Assistant works under the direction of attorneys and paralegals to whom the secretary is assigned. Under limited supervision, supports the delivery of quality legal services to clients by providing secretarial and administrative assistance to attorneys, performing complex and specialized secretarial and clerical tasks, and working collaboratively and cooperatively with others in a team-oriented environment. This position supports multiple attorneys as primary assignments and provides back-up secretarial assistance to other attorneys as assigned. May also provide back-up to receptionist as necessary, depending on size of office and availability due to other administrative functions.

### Essential Functions

1. **Preparing Documents:** Using word processing and document management software, the Practice Assistant prepares and processes correspondence and memoranda as well as complex legal documents according to the requirements set by each practice group. Independently composes and drafts routine cover letters and documents. Proofreads documents and checks for appropriate formatting, spelling and grammar. Prepares revisions and redlines documents as directed. Prepares documents for e-filing as required.  
The Practice Assistant will be responsible for an increased scope of document preparation, both in level of complexity and in quantity of work.
2. **Processes Mail:** Reviews and routes incoming mail and fax communications. Prepares and processes outgoing mail and faxes, arranging for specialized mail or messenger services as required. Ensures that all attachments, exhibits and enclosures are included.
3. **Maintains Calendar:** Maintains and updates the calendars for assigned attorneys, including meetings, appointments, due dates, and client-related activities.
4. **Maintains Files:** Maintains paper and electronic files in compliance with internal policies.
5. **General Administrative Support:** Prepares and processes new matter documents. Schedules meetings and arranges for conference rooms and meals. Communicates effectively and professionally with clients and with others in the Firm. Is proactive in anticipating the business needs of the assigned attorneys; plans ahead and meets deadlines.
6. **Special Projects as assigned** – i.e., breakfast briefings, seminars.

### Requirements

- 10+ years of experience as a practice assistant or legal secretary
- Knowledge of legal terminology, legal documents and legal processes
- Accurate typing of at least 70 words per minute

- Strong computer proficiency in the use of MS Office, document management, time entry, e-filing and database software
- Excellent communication skills, written and verbal
- Understanding of correct grammar, spelling and punctuation
- Strong proofreading skills
- Superior organizational skills including filing, calendaring, and proofreading
- Time management skills and ability to work independently as well as with a team
- Regular predictable attendance
- Must possess leadership qualities

## Benefits

*In accordance with California's amended labor code as stated in Senate Bill 1162, the expected salary range for this California position is between \$73,678 and \$92,098.*

Ogletree Deakins offers a robust suite of benefits for our Staff including: Paid Time Off, Paid Sick Leave, a 401(k) matching program, Profit Sharing, Paid Holidays, Paid Parental Leave, affordable Health and Life Insurance including Dental & Vision coverage, Health Savings Account /Flexible Spending Accounts to help offset the cost of dependent care and/or health care expenses, Teladoc (24/7 access to a doctor by phone or online video), Tuition Reimbursement and an Employee Assistance Program.

## Firm Overview

Ogletree Deakins is one of the largest labor and employment law firms representing management in all types of employment-related legal matters. Premier client service, as outlined in the firm's Client Pledge, is one of the firm's top priorities and a cornerstone of its core values. Best Law Firms® has named Ogletree Deakins a "Law Firm of the Year" for 13 consecutive years. In the 2024 edition, the publication named Ogletree Deakins its "Law Firm of the Year" in the Employment Law - Management category. Ogletree Deakins has more than 950 attorneys located in 54 offices across the United States and in Europe, Canada, and Mexico. The firm represents a diverse range of clients, including many of the Fortune 50 companies in the U.S.

We are fully committed to the importance of diversity within the legal profession, as well as all workplace environments and strongly encourage the interest of diverse candidates in the firm. Equal Opportunity Employer.