

Litigation Legal Secretary

Napa, CA

We are seeking an accomplished litigation secretary ready to hit the ground running. This position is primarily on-site, with potential for occasional days working from home. As a requirement of physically working in our offices, we have determined that employees must be fully vaccinated from COVID-19.

Located in the wine regions of Napa and Sonoma, Dickenson Peatman & Fogarty (DP&F) has been providing full service legal representation to clients throughout California, the United States and abroad since 1964, and has extensive experience in wine law and the wine industry. In addition to wine law, the Firm's major practice areas include alcohol beverage law, business and corporate dealings, land use matters, labor and employment, civil litigation, intellectual property, geographical indications, real property transactions.

Litigation Legal Secretary: As a litigation secretary with DP&F you must be punctual and dependable as you will be responsible for general administrative tasks within our litigation practice, including filing legal documents, handling client communication, and maintaining time and billing records. You will assist and provide a wide range of legal and strategic support. You will prepare a variety of litigation pleadings; arranging filing and service of documents and electronically filing and serving court documents as required by the court. In addition, you will have extensive client contact including handling incoming calls, as well as correspondence and appointments for timekeepers, creation and maintenance of files and e-files and other administrative duties.

Required skills: Litigation experience in state, federal and appellate courts; detailed knowledge of court rules; experience with E-filings; ability to prioritize efficiently; and excellent organization and communication skills.

Additional Duties and responsibilities include, but are not limited to:

- Working for 4 to 6 high-workload attorneys
- Ability to type 60+ wpm
- Formatting, finalizing and filing documents in various courts



- Proofreading
- Proficient in litigation calendaring rules and programs, including trial dates, hearing dates and miscellaneous due dates
- Entering/tracking attorney time
- Managing attorney mail intake
- Coding documents for file room
- Making travel arrangements
- Preparing and organizing files, letters, memos, etc.
- Providing back-up secretarial, paralegal and receptionist assistance
- Proficient in Microsoft Suite, including Word, Outlook, Power Point, and Excel, including generating TOC/TOA
- Experience with FileSite and/or Orion a plus

Physical Requirements: Sitting for extended periods of time, reading, writing, typing, speaking (in person and on the phone), and lifting up to 20 pounds.

What We Offer:

- Competitive base pay based on experience;
- Flexible working environment for work-life success;
- Full health insurance plan, including dental and vision;
- Wellness program including gym membership;
- Flexible Spending Accounts;
- 401(k) plan including employer match;
- Employee and Family Assistance Program;
- Educational Assistance Plan including student debt relief;
- Parental/Family Leave;
- Generous paid time off plus 10 paid holidays.

About the Law Firm:

DP&F is a full-service law firm with twenty-seven attorneys in two offices in Napa and Santa Rosa, California. DP&F was founded in 1964 and serves clients from all over the world in the alcohol beverage and hospitality industries, as well as other local businesses. DP&F offers its employees a close knit, family-oriented culture and a collegial work environment.



ATTORNEYS AT LAW

careers@dpf-law.com

DP&F recognizes the systems of inequality and privilege which are endemic in the legal industry and our community, and our responsibility to challenge those systems. We are committed to fostering a more inclusive firm culture, increasing diversity among our firm leadership, attorneys, and staff, and supporting marginalized, underrepresented, and underserved communities.

To Apply:

Please [email](#) a copy of your resume to us with a cover letter letting us know why you are a good fit for the position and why you want to work at DP&F.