

Job Title
Litigation Secretary (Sherman Oaks)
Job Description
Rapidly expanding law office requires bi-lingual (Spanish-English) litigation secretary/paralegal with minimum of three years litigation experience Must be organized and detail oriented. Knowledge of state and federal court rules, e-filings in District Court, propounding discovery, scheduling, trial preparation. Proficient in Word, Excel and Pro
Contact Info
job-eanga-1927168631@craigslist.org
Website

Job Title
NEW JOBS ADDED TO DATABASE AS OF September 2, 2010 FOLLOW THIS PAGE
Job Description
September 9, 2010
Contact Info
Website
NEW JOBS ADDED TO DATABASE AS OF September 2, 2010 FOLLOW THIS PAGE

Job Title
Spanish Speaking Personal Injury PI Legal Assistant Needed (Glendale)
Job Description
Glendale law firm is looking for a motivated, friendly, and energetic Spanish speaking personal injury legal assistant or paralegal with at least 4 years experience in handling Plaintiff's personal injury (mostly auto) claims to join its relaxed family like office. You MUST be fluent in Spanish and English, very well organized, and need little
Contact Info
job-sexrx-1946011002@craigslist.org
Website

Job Title
IMMIGRATION LAW PARALEGAL (Los Angeles, Ca)
Job Description
Experience Immigration Paralegal, ONLY; BIA cases, 9th Circuit & Immigration applications/forms from Lexis Nexis software. PART-TIME ONLY!!!Able to meet deadlines, and work under stress.
Contact Info
job-m6jgy-1945388128@craigslist.org
Website

Job Title
Legal Secretary (Woodland Hills)
Job Description
Woodland Hills Law Firm is looking for experienced civil litigation or family law secretary (1+ years). Additional experience with criminal law a plus. Must know Abacus, WordPerfect, Excel, Microsoft Outlook, and Legal Solutions. Should have experience with calendaring, court filings, managing litigation and trial deadlines, preparing
Contact Info
job-xnpsh-1945190050@craigslist.org
Website

Job Title
LEGAL SECRETARY (WEST LOS ANGELES)
Job Description
Small Westside real estate & business litigation firm seeks experienced, part-time (may become full-time) legal secretary. Salary negotiable.
Contact Info
job-eevwp-1945181983@craigslist.org
Website

Job Title
Records Clerk (Los Angeles)
Job Description
Legal records clerk needed for long term temporary engagement in downtown LA. Immediate opening. Must possess 3+ years of law firm records expertise. FileSurf records management software proficiency would be beneficial. Top hourly rate. Temporary position will start no later than Monday, September 13th. Please send
Contact Info
job-qfsv2-1944394175@craigslist.org
Website

Job Title
Legal Assistant (Long Beach)
Job Description
Full time Legal Assistant position available. Bachelor's degree or Paralegal Certificate preferred.
Contact Info
job-3pv3g-1943969300@craigslist.org
Website

Job Title
Paralegal (Long Beach)
Job Description
Long Beach law firm seeks full time paralegal with experience in civil litigation, including calendaring, discovery, law and motion. Medical benefits. Great work environment.
Contact Info
job-umf9g-1943963442@craigslist.org
Website

Job Title
Legal Secretary (Sherman Oaks)
Job Description
LEGAL SECRETARY
Law firm is seeking a litigation legal secretary for answering phones, filing and calendaring for a new plaintiff's
Contact Info
job-pk2f9-1943622240@craigslist.org
Website

Job Title
Legal Secretary/Assistant (Woodland Hills)
Job Description
Our small, casual, Woodland Hills law firm is seeking a legal secretary/assistant for part-time work (8:30 a.m. to 2:30 p.m.). Prior experience in a law firm is required. Salary will depend upon prior experience. Qualified candidates please e-mail a cover letter and resume for consideration.
Contact Info
job-dyzdc-1943046182@craigslist.org
Website