

Legal Secretary

Perry, Johnson, Anderson, Miller & Moskowitz seeks a legal secretary with at least 2 years of civil litigation experience, in-depth knowledge of court rules, and experience with calendar/docketing. Excellent attention to detail, a strong work ethic, good written and verbal communication skills, and ability to work in a fast-paced environment is essential. Strong organizational and problem-solving skills required as well as advanced proficiency in Microsoft and Adobe applications. Competitive salary and benefit package offered. Please submit your cover letter and resume to [Kate Hutchins](#), Legal Administrator.

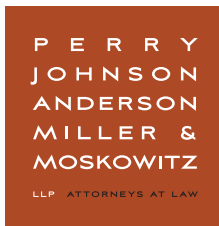
Perry Johnson is a full-service law firm located in Santa Rosa, California. We are a collegial group of highly skilled, experienced professionals, and we form one of the largest law firms in the North Bay. We represent clients based not only in Sonoma County, but also regionally, nationally, and internationally. Because of our broad experience and diverse practice areas, we are in the unique position to offer a multi-disciplinary approach, as we help our clients realize their goals and solve their problems. We are committed to providing outstanding legal services and equally dedicated to the development of outstanding professionals. We have a strong commitment to providing support and mentoring while offering a flexible work environment.

Job Type: Full-time

Pay: \$23.00 - \$40.00 per hour

Benefits:

- 401(k)
- Dental insurance
- Disability insurance



- Flexible schedule
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Vision insurance

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