

Assistant for Personal Injury Attorney San Diego

San Diego attorney looking for experienced legal assistant for all daily legal activities. Legal research and contract management, assisting with trial preparation, interviewing witnesses and filing court documents, communication, coordination and organization of law office activities; legal, ministerial document processing; client billing, collections, maintenance coordination. San Diego Family Attorney in downtown San Diego is seeking for someone familiar with legal representation of child custody, divorce, child support, spouse support. Court filing and service of lawyer procedures.

Must have worked in San Diego law firms and be familiar with legal and filing procedures in state court and federal court, must possess excellent written and oral communication and organizational skills.

San Diego attorney legal responsibilities and qualifications include drafts, reviews and negotiates contracts, including power of attorney, provides legal advice and support for acquisition transactions, including due diligence, drafting and negotiating legal contracts, and managing court filing (San Diego Court).

Work diligently with client representation and our San Diego family lawyers and divorce attorneys, experience in family law, divorce law, criminal law, DUI law, familiar with California law, DUI law and all related legal procedures, legal documents and contracts.

Excellent business judgment, ability to give practical legal advice.

September 12, 2002