**LITIGATION SECRETARY**

San Francisco

**RESPONSIBILITIES:**

* Create and manage court filings, including drafting, formatting, and editing pleadings such as motions, under seal filings, subpoenas, court forms, and routine notices, using Adobe Acrobat, Best Authority, and Forms Workflow software as needed.
* Offer comprehensive legal support to attorneys in complex litigation, including preparing invalidity charts, managing under seal filings, and managing appellate and federal filings.
* E-file pleadings in State, Federal, and Appellate Courts.
* Conduct research, compile, and organize documents and data, and assemble relevant materials for trials and depositions, including preparing binders.
* Manage and submit attorneys' expense reports using Concur, ensuring all entries are accurate, complete, and compliant with company policies.
* Draft engagement and joint representation letters.
* Compile information to respond to audit requests.
* Work closely with other administrative support staff (conflicts, records, office services, etc.) and any other general administrative duties necessary.
* Arrange travel by booking flights and organizing itineraries.
* Provide backup secretarial support when necessary.

**SKILLS AND ABILITIES:**

* Minimum of 10 years of litigation experience required (IP litigation experience a plus).
* Proficient in Microsoft programs (Word, Excel, PowerPoint), iManage, Adobe Acrobat, Best Authority (TOAs and TOCs), Google Docs, Concur, and Forms Workflow software.
* Proficient knowledge of legal/litigation terminology, court procedures, calendaring procedures, e-filing/service, scanning and saving documents, and procedures employed in coverage and litigation matters.
* Highly organized with the ability to juggle multiple deadlines effectively under pressure and meet tight deadlines.
* Strong attention to detail and the ability to work independently.
* Communicates effectively with attorneys and legal personnel with a positive attitude and strong interpersonal skills.
* Flexibility for overtime.
* Hybrid Schedule: 3 in office; 2 remotely.

**About Keker, Van Nest & Peters**

For more than 40 years, Keker, Van Nest & Peters has litigated complex, high-stakes civil and criminal cases throughout the nation. We take cases where companies, products, and careers are riding on the result. Our clients are high-profile individuals, as well as some of the world’s most successful companies, including Genentech, Google, Instacart, Major League Baseball, Meta, Netflix, Lyft, and Qualcomm. Recently we have been named as *The Recorder’s* Tech Litigation Department of the Year and *The American Lawyer’s* Litigation Boutique of the Year, among many additional prestigious recognitions. The firm not only prides itself on its record of success at trial, but in the office culture it maintains.

Our office, in the historic Jackson Square district of San Francisco, features brick and timber architecture, an eclectic modern art collection, and an open-door policy. The office environment is fast-paced, dynamic, and informal. Enjoy the camaraderie of a smaller firm that values each team member’s contributions. Salaries and benefits are competitive with the legal market. If this sounds like a good fit, we are excited to hear from you. Please email resumes to Jennifer Johnson, Human Resources Coordinator, staff[recruiting@keker.com](mailto:recruiting@keker.com).

The salary for this California based role is $115,000- $123,000 DOE and represents the firm’s good faith and reasonable estimate of the range of possible compensation at the time of posting. Actual compensation will depend on several factors, including but not limited to, the candidate’s years of experience, qualifications, and skill set.

*Keker Van Nest & Peters LLP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression,**reproductive health decision-making or any other characteristic protected by federal, state, or local laws.  This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*