

# Legal Administrative Assistant (Office Coordinator)

Kelley Drye & Warren LLP, a powerhouse firm with the heart of a boutique, is seeking a **Legal Administrative Assistant (Office Coordinator)** to support attorneys in our San Diego litigation practice and help launch and maintain operations in our new office location. This role combines high-level legal administrative support with day-to-day office coordination and is ideal for someone who thrives in a fast-paced, team-oriented environment. Please note: our new office will be located at 12481 High Bluff Drive, San Diego, CA 92130.

## **Responsibilities:**

- Serve as the first point of contact for the office, including greeting visitors and managing conference room responsibilities as needed.
- Manage Partner's calendar, including scheduling meetings, hearings, depositions, mediations, arbitrations, and internal/external appointments.
- Prepare, revise, format, and review legal documents such as pleadings, briefs, motions, discovery requests, and correspondence, ensuring accuracy and compliance with court rules in preparation for electronic filing with relevant state and federal courts.
- Monitor and organize attorney mailboxes in accordance with the Firm's best practices, including triaging incoming emails, removing non-client materials, maintaining structured folder filing systems, and creating automated rules for email management in compliance with Firm retention policies.
- Provide legal administrative support, including state e-filings with various Superior and Federal courts, calendaring due dates, serving discovery documents, and providing administrative support to assigned attorneys as needed.
- Open and manage client matters, ensuring compliance with firm procedures.
- Maintain organized electronic and physical files, ensuring accuracy and version control.
- Assist with meeting planning coordination and support, including internal and external meetings, booking conference rooms in other offices and arranging catering for client meetings.
- Coordinate all aspects of client billing each month, including working with attorneys and billing coordinators on the following:
  - Review pre-bills for accuracy, including rates, discounts, client information and formatting, and make necessary edits.
  - Ensure specific billing arrangements are applied, such as flat fees, discounts, retainer payments, etc.
  - Review and verify the accuracy of final bills.

- Coordinate office operations, including ordering supplies, managing vendors, processing incoming and outgoing mail, and supporting office setup and ongoing needs.
- Coordinate any IT or AV related tasks with IT.
- Perform any and all other duties as necessary to support the efficient functioning of the office and the various attorneys.

**Qualifications:**

- 3-7 years of experience as a Legal Administrative Assistant or Legal Secretary with working knowledge of the litigation process from beginning to end.
- Strong organizational skills and ability to handle multiple deadlines simultaneously.
- Proficient in the Microsoft Office Suite (Word, Outlook, and Excel) and experienced working with a document management system.
- Experience with filing court documents in various state courts and through the Federal CM/ECF system.
- Professional demeanor and ability to interact with clients, courts, agencies, and firm personnel.
- Ability to work independently and maintain a high level of accuracy under pressure.
- Associate or bachelor's degree preferred.
- Experience with document management, time management, and invoicing systems is required. Prior experience with CMS/Aderant, including components of that platform such as Pre-View Biller and Expert Time, Chrome River, and NetDocs is a plus.
- Must have exceptional written and verbal communication skills.
- Ability to prepare an accurate and highly detailed work product. Excellent editing and proofreading skills are required.
- Ability to exercise critical thinking, problem-solving, and judgment.
- Ability to respond to competing demands with flexibility and adaptability.
- Ability to work in a team environment with both attorneys and other colleagues.

The salary range displayed is specifically for those potential hires who will work or reside in San Diego, California if selected for the role. Any offered salary is determined based on internal equity, internal salary ranges, market data/ranges, applicant's skills and prior relevant experience, certain degrees, and certifications (e.g., JD/technology) for example. San Diego Salary Range: Low \$80,000 – High \$110,000.

Kelley Drye offers competitive compensation and benefits packages. Our comprehensive benefits program helps you maintain a healthy lifestyle, achieve financial security, and address your personal and family needs. Programs include health benefits, life insurance and disability income protection, paid parental leave, retirement savings and planning, college coaching, child and elder care offerings, and more. We currently have a hybrid work policy.

We will consider qualified applicants with criminal histories in a manner consistent with all applicable

federal, state, and local laws, including the California Fair Chance Act, City of Los Angeles' Fair Chance Initiative for Hiring Ordinance, Los Angeles County Fair Chance Ordinance and San Francisco Fair Chance Ordinance.

Please be advised that all communications regarding open positions at our firm will exclusively originate from email addresses ending in @kelleydrye.com. We encourage you to exercise caution and verify the source of any communication claiming to represent our firm.

Kelley Drye & Warren LLP is an Equal Opportunity Employer (EOE).

Apply [here](#)