

JOSEPH SAVERI LAW FIRM

601 California Street, Suite 1505
San Francisco, CA 94108

Job Title: Legal Assistant
FLSA Status: Non-Exempt/Full-Time

About Us

The Joseph Saveri Law Firm, LLP is a purpose-driven plaintiffs' firm dedicated to challenging powerful corporations — from BigTech to dominant industry players — through precedent-setting work in antitrust, class actions, and anticompetitive business practices. We are at the forefront of emerging issues, including generative AI, no-poach agreements and wage-suppression collusion, price-fixing, and other anticompetitive and exploitative business practices.

Since our founding in 2012, we have built a reputation as one of the nation's leading plaintiffs' firms and are appointed time and again as lead or co-lead counsel in significant, complex cases in federal and international forums. To date, our attorneys have obtained over \$5 billion in settlements and successful resolutions for clients.

Our work has been repeatedly recognized by leading independent legal-industry peers and ranking organizations. Highlights include the highest ranking "Band 1" by Chambers & Partners, national recognition in "Antitrust: Plaintiff" categories, and recurring honors in Legal 500, Best Lawyers, Benchmark Litigation, Global Competition Review, and American Antitrust Institute.

We are not just litigators, we are advocates for fairness, competition, and accountability. We want to make an impact, bring creativity to difficult challenges and value high-caliber work. We thrive on complexity, collaboration, and courage. If you are passionate about using the law to challenge the status quo for consumers, creators, and workers — your work here will truly matter.

About the Role

The Legal Assistant provides high-level administrative and document support to attorneys, paralegals, and firm staff, with a strong focus on complex litigation matters. This role is responsible for advanced secretarial support tasks, including attorney time entry and the accurate preparation, formatting, revision, and proofreading of a wide range of legal documents, correspondence, and filings. The Legal Assistant must maintain confidentiality, exercise sound judgment, and adhere to firm standards. This is an in-office position, 5 days a week.

What You Will Do

- Prepare, format, edit, and finalize legal documents including pleadings, motions, briefs, discovery, contracts, correspondence, and document shells using firm templates and style guides.

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- Apply advanced and complex formatting in Microsoft Word and other software, including tables, numbering, redlines/blacklines, TOCs, TOAs, headers/footers, etc.
- Proofread documents for grammar, punctuation, accuracy, and formatting consistency to ensure compliance.
- Collaborate with paralegals, attorneys, and other firm staff to ensure deadlines are met and document output meets professional and jurisdictional standards.
- Assist attorneys with time entry and Accounting Department with case billing support.
- Maintain, organize, and manage electronic and paper files in accordance with firm policies and document retention requirements, including case administrative charts and indices.
- Prepare and organize binders (electronic and hard copy), including covers, spines, and indices, and handle in-office printing and document production needs.
- Utilize the document management system and perform basic troubleshooting in Word, Excel, and PDF software.
- Provide general administrative support on assigned cases, with a strong emphasis on complex litigation workflows and deadlines.

About You

- Excellent written and verbal communication skills.
- Exceptional attention to detail and strong organizational and time management skills in a fast-paced, deadline-driven environment with competing deadlines.
- Able to follow instructions independently with minimal supervision.
- Collaborative, dependable team player willing to work extended hours as needed to support case demands, including court and filing deadlines.
- Strong interpersonal skills and the ability to work effectively with attorneys, paralegals, staff, clients, and court personnel.

Qualifications

- Minimum of 5 years of experience as a legal assistant, legal secretary, or legal word processor, preferably supporting complex litigation.
- Advanced formatting proficiency in Microsoft Word and other software.
- Strong grammar, proofreading, transcription, and editing skills.
- Experience with document management systems (e.g., NetDocuments or similar).
- Effective problem-solving skills with the ability to identify issues and propose solutions.

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Reporting Relationship

- Reports directly to the Paralegal Manager.

Work Schedule

- The position requires being in the office 5 days a week.
- Standard office hours are Monday through Friday, 8:30 a.m. to 5:30 p.m.

How to Apply

Please submit your application by emailing careers@saverilawfirm.com with the job title as the subject line or apply directly on our website. Your application must include:

- Resume
- Cover letter

JSLF is proud to be an Equal Opportunity Employer committed to building a diverse and inclusive workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, and/or other protected status as required by applicable law.