

JOSEPH SAVERI LAW FIRM

601 California Street, Suite 1505
San Francisco, CA 94108

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

About us:

The Joseph Saveri Law Firm, LLP is widely regarded as one of the nation's leading law firms and has an established track record of leading and litigating some of the most significant cases across the United States and internationally. Our attorneys have recovered over \$5 billion in settlements and successful resolutions for our clients. Additionally, our Firm and its attorneys have received multiple awards from domestic and international review organizations, as well as considerable judicial praise. Our success stems from the over 100 years of combined experience of our attorneys. We would like you to join us and help play a critical role in growing our hard-working, convivial boutique Firm.

We are purpose-driven litigators taking on powerful corporations and precedent-setting legal questions. From no-poach agreements, restraints on freedom of movement, to big tech monopolies and price fixing, we fight for consumers.

Our team thrives on complexity, collaboration, and challenge. If you are looking for a firm where your work truly matters and you are ready to bring intensity and integrity to every case, we want to meet you.

About the role:

The Legal Word Processor provides high-quality document processing and administrative support to attorneys, paralegals, and staff within the firm. This position is responsible for the accurate preparation, formatting, revision, and proofreading of a wide variety of legal documents, correspondence, and filings while maintaining confidentiality and adhering to firm standards.

What you'll do:

- Prepare, format, edit, and finalize legal documents including shells, pleadings, motions, contracts, briefs, discovery, and correspondence using firm-approved templates and style guides.
- Review documents for grammar, punctuation and formatting consistency.
- Maintain and organize electronic and paper files according to firm policies and document retention procedures.
- Apply complex formatting functions (tables, numbering, redlines, TOCs, TOAs, headers/footers, etc.) in Microsoft Word and other legal software.

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- Work closely with paralegals, attorneys, and other firm staff to ensure deadlines are met and document output meets professional and jurisdictional standards.
- Utilize document management systems (e.g., NetDocuments) and perform basic troubleshooting in Word, Excel, and PDF software.
- Assist Attorneys and Accounting Department with time entry.
- Provide administrative support to cases as time allows, including, but not limited to, renaming electronic files, organizing case files, and case tracking charting.

Qualifications

- Minimum of 5 years of legal secretary or legal word processing experience to include strong litigation skills.
- Excellent transcription, grammar, proofreading and organizational skills.
- Advanced skill in the areas of document formatting and blacklining.
- Excellent proofing and editing.
- Must be able to type 70 wpm.
- Advanced experience with the Microsoft Office Suite is required.
- Excellent time management skills with a proven ability to meet deadlines.
- Interpersonal skills to work effectively with a variety of individuals, including attorneys, paralegals, clients, and court personnel.
- Time management and organizational skills to handle multiple tasks simultaneously, meet deadlines, and keep information organized for easy retrieval.
- Problem-solving abilities to help identify potential issues and suggest solutions.

Reporting relationship:

- Reports directly to the Director of Operations/Paralegal Coordinator.

About you:

- Excellent written and verbal communication skills.
- Attention to detail and ability to multi-task.
- Able to work well under intense deadlines.
- Able to understand and follow work instructions with minimal supervision.
- Position may require occasional overtime, evening, or weekend work to meet client or court deadlines.

To apply for a Word Processor/Legal Assistant position: Please send a resume and cover letter to: careers@saverilawfirm.com and put “Word Processor” in the subject line.