

JOB ANNOUNCEMENT

CIVIL RIGHTS LAW FIRM LOOKING FOR Legal Assistant/Legal Secretary. Needed by August 1, 2013. Civil rights law firm in the Los Angeles area is looking for a legal assistant/legal secretary. Willing to train individual seeking career in law, including recent college graduates. Will be working on cases involving constitutional rights, employment discrimination, international human rights law, wage and hour labor violations, and other public interest issues. Job responsibilities include preparing documents for filing in state and federal court, setting up depositions, calendaring, phone calls and coordination with clients, wordprocessing, preparing briefs and records on appeal, and some receptionist duties. Looking for focused and disciplined individual in fast paced litigation environment. Attention to detail an absolute must. Ability to speak Spanish fluently also desirable but not required. Full time position, excellent benefits, pay commensurate with experience. Two year minimum commitment required. Apply with resume, cover letter, salary history and references by email to Bianca@hadsellstormer.com or by mail to Bianca Ramirez, Hadsell Stormer Richardson & Renick, LLP, 128 N. Fair Oaks Ave., Pasadena, California, 91103. No phone calls please.