



Litigation Secretary

Company Overview:

Renne Public Law Group (RPLG) is a mission-driven law firm located in the San Francisco Bay Area, dedicated to advocating for and defending public agencies, local governments, and nonprofit organizations throughout California. Named a "Top Boutique" in 2019 and 2024 by the Daily Journal, RPLG specializes in public law with a focus on serving the public interest. Our team is comprised of highly respected attorneys who are leaders in their fields, providing legal expertise and strategic counsel to help clients navigate complex legal challenges. At RPLG, we foster a diverse, equitable, and inclusive workplace that values the unique perspectives and contributions of all team members. For more information, please visit our website at publiclawgroup.com.

Position Overview:

We are seeking a **Litigation Secretary** with five (5) or more years of experience to join our team. In this full-time role, you will work among highly respected attorneys who advise and defend public agencies across California. The Litigation Secretary will provide essential administrative support for various litigation matters.

Key Responsibilities:

- Prepare for trials, hearings, and other litigation matters
- Proficiently prepare and format court documents for California state and federal courts
- E-file documents in California state and federal courts
- Research court requirements for filings
- Create Tables of Authorities (TOAs) and Tables of Contents (TOCs)
- Prepare and serve subpoenas
- Prioritize and track projects and deadlines

Qualifications & Skills:

- Strong communication, organizational, and recordkeeping skills with attention to detail
- Knowledge of local, State of California, and federal court rules
- Proficiency in preparing and e-filing court documents
- Experience with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
- Moderate experience with Adobe Acrobat Pro
- Working knowledge of document management systems (e.g., iManage) and eDiscovery platforms
- Familiarity with legal calendaring systems (e.g., Deadlines.com, Compulaw) is a plus
- Experience with appellate filings is also a plus

Compensation & Benefits:

- **Salary Range:** \$90,000 - \$110,000 (commensurate with experience).
- **Benefits:**
 - Health, dental, and vision insurance options.
 - Paid vacation, holidays, and sick leave (compliant with California law).
 - 401(k) and Profit Sharing
 - FSA and Commuter Benefits Programs
 - Hybrid Work Schedule

Work Environment & Schedule:

- This is a full-time, **hybrid schedule** (3 days in office, 2 days remote) position at Renne Public Law Group, a law firm based in San Francisco, CA.
- Standard work hours are Monday through Friday, from 9:00 AM to 5:00 PM.

Equal Opportunity Employer:

RPLG is an Equal Opportunity Employer committed to fostering an inclusive and diverse work environment. We encourage candidates of all backgrounds to apply. We do not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status, or any other protected characteristic as outlined by federal, state, or local laws.

California Job Posting Requirements:

- **Wage Transparency:** In compliance with California's wage transparency laws, the pay range for this position is listed above. This range is provided as a general guideline and is based on relevant factors such as experience, skills, and education.
- **Workplace Safety:** Our firm adheres to California workplace safety guidelines, including COVID-19 protocols as recommended by public health authorities.
- **At-Will Employment:** This position is an at-will employment position, meaning that either the employee or the employer can terminate the employment relationship at any time, for any reason, with or without notice.