

Careers

San Francisco

Billing Coordinator

Growing mid-sized education law firm with state-wide practice representing school and community college districts seeks top-notch candidate for its Billing team in the San Francisco office. Attention to detail, strong organizational skills, as well as excellent math, writing and communication skills are required. Two to five plus years of legal billing experience required. Essential duties and responsibilities include:

- Responsible for all client billing activities including production of prebills, reviewing for accuracy, adherence to client billing guidelines to distribution of final invoices to clients
- Draft letters and complete filing to support billing activities
- Manage client accounts and respond to client inquiries
- Open new client/matters and perform conflict checks
- Prepare various financial reports with accuracy and strong attention to detail
- Prepare audit letter responses to clients
- Assist with special projects as needed
- Ability to handle high volume of work, including ability to multi-task and prioritize work efficiently
- Ability to work in an interactive team environment with strong client service skills
- Excellent communication and interpersonal skills
- Proficiency in MS Office Suite (Outlook, Word and Excel), Adobe Acrobat
- Experience with Juris or other legal billing software a plus
- GED or High School diploma required; Bachelor's degree preferred

Please send resume to: Dannis Woliver Kelley, 115 Pine Avenue, Suite 500, Long Beach, CA 90802 or StaffRecruiting@nullDWKesq.com.

San Francisco, Sacramento or Long Beach

Construction Litigation Attorney

Mid-sized and growing education law firm with statewide practice representing school and community college districts seeks an attorney for its Business, Property and Construction



DANNIS WOLIVER KELLEY

Attorneys at Law

Practice Group, in the San Francisco, Sacramento or Long Beach office. Qualified candidates will have a minimum of 7 years of construction litigation experience, including several of the following qualifications:

- Dispute resolution experience required, including mediations, arbitrations, and trials
- Ability to independently manage a construction litigation caseload, as well as manage assigned attorneys and staff
- Flexibility, initiative, and willingness to work on a broad variety of legal matters arising in representing public entities
- Excellent writing, research, and communication skills
- Public procurement/contract negotiation experience preferred
- Public works/entity representation preferred
- School district representation preferred
- Admission to the CA State Bar

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Long Beach

Education Law Attorney

Mid-sized and growing education law firm with statewide practice representing school and community college districts seeks an attorney for its Long Beach office. Qualified candidates will have a minimum of seven years of experience, including the below qualifications:

- Excellent research, writing, and communication skills
- Education law experience, with an emphasis in special education practice
- Charter school law and some civil litigation experience preferred
- Admission to the CA State Bar

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San Francisco

Legal Secretary

Mid-sized and growing education law firm with statewide practice representing school and community college districts seeks a top-notch legal secretary candidate with 3+ years of litigation and transactional experience.

Essential duties and responsibilities include:

- Prepare documents including correspondence, memoranda and legal documents; compose and draft routine cover letters and shell documents
- Prepare and process court and administrative agency filings
- Maintain calendars for assigned attorneys, maintain client and administrative files
- Provide administrative support

Qualifications include:

- Detail-oriented, proactive, organized and have excellent follow through skills
- Able to work under pressure while managing multiple deadlines/priorities
- Accuracy, speed and professionalism a must
- Specialized secretarial degree, associate and/or bachelor's degree required
- Excellent verbal and written communication skills, demonstrated understanding of correct grammar, spelling and punctuation
- Strong computer proficiency in Microsoft Office Suite (including Outlook, Word, EXCEL, PowerPoint) and various legal software applications (including Compulaw); experience working with a document management system; and E-filing experience
- Must be able to coordinate complex scheduling for multiple individuals
- Ability to work effectively within a team environment
- Experience in education law experience a plus

Please send cover letter and resume to: Dannis Woliver Kelley, 115 Pine Avenue, Suite 500, Long Beach, CA 90802 or StaffRecruiting@nullDWKesq.com.