

Announcement – Transactional Legal Secretary Opening

Hoge Fenton is a multi-service law firm headquartered in Silicon Valley providing legal services in a broad range of areas of law. We are recruiting for a full-time litigation legal secretary. This position is located in our San Jose office. **Please note that Hoge Fenton requires that all employees who physically enter the workplace be fully vaccinated for COVID-19.** In the event of a legal exemption from vaccination, reasonable accommodation will be considered. The primary responsibility is to perform secretarial duties for attorneys and paralegals in the transactional group utilizing firm equipment (including a computer, telephones, and scanners/copiers) and licensed software.

Primary Duties:

- Maintains attorney calendars; schedules conferences and meetings; calculates and calendars deadlines.
- Opens new business in accordance with firm policies and procedures; coordinates conflict check protocols; prepares engagement letters.
- Closes client matters in accordance with firm policies and procedures.
- Types, organizes, and edits drafts of documents for attorneys.
- Proofreads documents for changes to be made before the final is produced.
- Interfaces with Secretary of State, Franchise Tax Board, Internal Revenue Service, Recorder's Office, and other governmental agencies.
- Obtains Employer Identification Numbers (EIN) for new client entities.
- Assists with the assembly of due diligence responses in connection with merger and acquisition transactions.
- Assists with the closing of merger, acquisition, financial, and real estate transactions.
- Responsible for e-filing documents and communications into ProLaw and NetDocs.
- Maintains a method of tracking assigned tasks in an effective and systematic manner.
- Works efficiently and effectively using the firm's systems, software, and procedures; has proficiency in all systems, including ProLaw and NetDocs.
- Maintains record of attorneys' continuing education hours and certificates of attendance.
- May coordinate an attorney's travel arrangements and keep record of attorneys' expenses for reimbursement.
- Scans documents and sends/receives via email at the direction of the attorneys.
- Maintains client files and administrative files in accordance with firm policies and procedures.

- Drafts and files documents in connections with the issuance of securities.
- Drafts corporate operating documents, including minutes, resolutions, waivers, consents; drafts and coordinates mailing and return of annual corporate governance documents; Maintains corporate records.
- Backs up assigned team members and assists with other duties as assigned.

Education, Experience, Skills:

- High School education or equivalent.
- Three years in the secretarial field where heavy keyboarding, telephones and organizational skills were the primary duties.
- Keyboarding skills of 70 words per minute.
- Familiarity with Microsoft Word, Outlook, Excel and PowerPoint.
- Knowledge of legal calendaring.
- Internet usage.
- Word processing skills.
- Proofreading skills.
- Ability to work under pressure of deadlines.
- Keen attention to detail.
- Ability to prioritize, multitask, and manage deadlines.
- Ability to think critically and analytically in a pressured environment.
- Ability to handle the workload for two or more attorneys and/or paralegals.
- Excellent verbal and written communication skills to interface with attorneys, clients, vendors, court personnel and other staff members.
- Ability to clearly and effectively communicate with varying levels of people within the organization.
- Practices and fosters an atmosphere of teamwork and cooperation; ability to work productively and cooperatively with other employees.
- Ability to learn new skills as they become necessary.

Physical Requirements:

- Essentially a sedentary position.
- Delivers work assignments to other departments.
- Normal effort of general office work typically including bending, moving and lifting up to 25 pounds; work at computer terminals and telephones
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Hoge Fenton has a strong commitment to diversity. We strive to recruit and retain a work force that welcomes and supports the interests of women, families, and people of any age, race, creed, religion, color, national origin, ethnicity, gender, sexual orientation, gender identity/gender expression, disability, or military or veteran status. Our environment is collegial, collaborative, flexible, and supportive.

Please send resume, cover letter and salary expectation to dolores.martinez@hogefenton.com