

WORK VAPOR

Job Link: <https://workvapor.com/jobs/legal-secretary-education-law-firm-33-46-hr-dannis-woliver-kelley/>

LEGAL SECRETARY, EDUCATION LAW FIRM, \$33–\$46/HR | DANNIS WOLIVER KELLEY

HIRING ORGANIZATION

Dannis Woliver Kelley

EMPLOYMENT TYPE

Full-time

BASE SALARY

USD 33 - USD 46

JOB LOCATION

United States

? Remote work from: United States

DESCRIPTION

Company: Dannis Woliver Kelley
Position: Legal Secretary
Industry: Legal / Education Law
Location: San Diego (Hybrid)
Employment Type: Full-Time
Salary: \$33 – \$46 per hour
Email: StaffRecruiting@dwkesq.com

DATE POSTED

? 03/08/2026

About the Company:

Dannis Woliver Kelley is a mid-sized law firm specializing in education law and representing school districts and community colleges across California. The firm focuses on supporting educational institutions and helping them navigate complex legal matters.

Role Overview:

- Provide executive-level administrative and litigation support to attorneys
- Manage calendars, travel arrangements, and document preparation
- Assist with legal research, court filings, and administrative agency documentation

Key Responsibilities

- Coordinate offsite workshops including research, materials preparation, and scheduling

- Maintain accurate calendars for attorneys and manage client files
- Prepare legal correspondence, memoranda, and other legal documents
- Process court and administrative agency filings and maintain calendaring using CompuLaw
- Proofread legal documents and create redlined edits
- Prepare expense reports and coordinate travel arrangements
- Process new client intake forms and coordinate fee agreements with accounting
- Maintain document management systems and client records
- Review incoming mail and prepare outgoing legal communications
- Assist with office administrative tasks and internal operations

Required Qualifications

- High school diploma or GED
- Minimum 3 years of legal secretarial or administrative agency/litigation experience
- Previous law firm experience required
- Strong skills in Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Experience with legal software such as CompuLaw and Adobe Acrobat
- Experience with e-filing and document management systems
- Excellent grammar, proofreading, and communication skills
- Ability to manage multiple priorities and meet deadlines

Preferred Qualifications

- Experience with legal research tools such as Westlaw
- Experience coordinating statewide travel logistics for attorneys
- Background in education law is a plus

Benefits

- Health insurance
- Dental insurance

- Vision insurance
- 401(k) with matching
- Profit sharing
- Paid holidays and paid leave
- Additional voluntary benefits

How to Apply:

Send your **resume and cover letter** to StaffRecruiting@dwkesq.com or mail your application to:

Dannis Woliver Kelley
444 W. Ocean Boulevard, Suite 1750
Long Beach 90802