

Position:	Legal Secretary (Bankruptcy)
Firm Name and Address:	Skarzynski Marick & Black LLP 333 S. Grand Avenue, Suite 3550 Los Angeles, CA 90071-1553
Send Resumes to:	srehal@skarzynski.com greinig@skarzynski.com mcolumbia@skarzynski.com
Salary Range:	\$95,000 - \$105,000
Experience Desired:	Minimum 5-7 years
Number of Attorneys Supported:	4-6
Hours:	Monday – Friday, 9:00 AM – 5:00 PM
Current Hybrid Schedule:	3 Days In-Office (more if needed depending on work/filings/projects) / 2 Days Remote (Please note this is non-negotiable)

About Skarzynski Marick & Black LLP

Skarzynski Marick and Black LLP is a mid-size business law firm with extensive experience in insurance. We are co-centered in New York and Chicago with additional offices in Jersey City, New Jersey and Los Angeles, California.

About the Role

We are seeking a highly skilled and detail-oriented Legal Secretary to support our busy Bankruptcy practice in our Los Angeles office. This position reports directly to the Los Angeles Office Coordinator and the Director of Administration.

We offer a competitive salary commensurate with experience, a comprehensive benefits package, and a collaborative, dynamic work environment with opportunities for personal and professional growth.

Key Qualifications

The ideal candidate will be dependable, punctual, and highly organized, with strong verbal and written communication skills and the ability to multi-task effectively while working both independently and as part of a team.

Essential Skills & Experience

- A strong understanding of bankruptcy court procedures and familiarity with bankruptcy documents and pleadings. Must be proficient in e-filing in bankruptcy court across various states and knowledgeable in reviewing ECF Rules and Judges' individual rules

- Must be comfortable with contacting the clerk's office to sort out procedures for more complex situations
- Proficient in typing, editing and formatting letters, reports, pleadings and briefs
- Proficient in creating Tables of Contents / Tables of Authorities
- Proficient using Adobe Acrobat, including converting documents, organizing and inserting pages, redacting, bates stamping, bookmarking and hyperlinking
- Strong proofreading skills and attention to detail ensuring accuracy of format, grammar, punctuation, and syntax
- Strong calendar management, including managing attorney calendars, deadlines, and court calendars
- Experience with editing and finalizing attorney bills (would be helpful but can train)
- Experience preparing and submitting expense reports, check requests, credit card reconciliation forms
- Experience opening new matters and clients
- Ability to research options and pricing for attorney travel and securing flights and hotel accommodations
- Proficient in submitting expense reports/receipts in a timely manner
- Proficient in creating and editing PowerPoint presentations
- Experience in screening and transmitting telephone calls, conference calls and messages to/from attorneys, clients and staff, and coordinating conferences, meetings, and appointments
- Willingness to assist with reception and office services tasks

Education:

- Specialized secretarial degree, associate's and/or bachelor's degree desirable but not required

Requirements:

- Minimum 5-7 years of bankruptcy experience (specifically Chapter 11 experience preferred, but not required), including E-Filing in bankruptcy court
- Advanced Microsoft Outlook, Word, Excel and PowerPoint skills required.
- Must be willing to work in-office at least 3 times per week, and more if/when needed

Benefits:

- Health & Dental Insurance
- Basic Life Insurance (1x salary)
- Long Term Disability Insurance
- Vision Insurance
- Commuter Benefits
- 401K