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Matern Law Group, PC is a law firm headquartered in the City of El Segundo, with offices throughout California. We are devoted to plaintiff representation and protecting employee and consumer rights. We offer a collegial and rewarding work environment focusing on work/life balance fostering a culture of professional growth and development. We seek an energetic, detail-oriented, and organized individual to join our team immediately.

This position will require initial on-site work to start. However, our current remote work policy permits up to three flexible remote days per week if desired; employees must have adequate and reliable hardware and internet services to work remotely. Alternatively, employees may opt to work in the office daily.

Benefits Include:

- Health, dental and vision coverage; employee premium paid in full; optional PPO upgrades available
- Retirement savings plan; safe harbor employer contribution plus discretionary employer match
- Hybrid and casual dress office work environment
- Paid holidays, vacation, and sick time
- Paid parking, jury duty, and leave to vote
- True team culture with a focus on cross-team training and support

Experienced Bilingual Litigation Legal Assistant
[El Segundo office, salary range \$29/hr - \$37/hr]

Requirements:

- Bilingual fluency in English and Spanish (speaking, reading, and writing)
- In-depth knowledge of civil litigation rules and procedures in California Superior and Federal courts
- Demonstrated ability to independently draft routine civil litigation documents, including notices, stipulations, complaints, and discovery (propounding and responding)
- Thorough understanding of law and motion practice, including California Superior and Federal court requirements governing moving papers, oppositions, and replies
- Proficient in MS Word, Outlook, Excel, and Adobe Acrobat Pro
- Strong ability to analyze, prioritize, and manage routine legal tasks and projects efficiently
- Excellent written and verbal communication skills
- Paralegal certificate from an ABA-approved paralegal program, bachelor's degree in a law-related field, or associate's degree with paralegal training preferred but not required
- If applying as a paralegal, proof of completed continuing education per California Business & Professions Code §6450

Responsibilities:

- Translate at client meetings to prepare for depositions, mediations, and trials
- File and serve legal documents with state and federal courts (appellate court experience, a plus)
- Independently draft complaints, discovery, motions, and mediation briefs
- Independently prepare routine legal documents
- Organize and maintain electronic case files and documents

All staff are responsible for and expected to assist, when necessary, with other general office tasks. These tasks may include, but are not limited to, phone calls to witnesses and class members, preparing drafts of declarations of witnesses and class members, coverage of the reception desk, retrieving USPS mail, maintenance of conference rooms and kitchen, and working overtime when required.