**PARALEGAL POSITION**

Haeggquist & Eck, a friendly, fast‐paced boutique law firm in downtown San Diego seeks friendly, motivated, experienced paralegal and/or legal secretary, full-time. We are dynamic lawyers, looking to hire someone who is motivated, bright and energetic, and detail oriented with excellent writing, verbal, people, and organization skills. The ideal candidate will have 5 years+ paralegal or legal secretary experience, experience formatting, proof-reading, cite-checking and filing in state and federal courts, class action or employment litigation and experience with trials a plus, and an eagerness to learn.

**REQUIREMENTS:**

* Superb writing, analytical, research, and technical skills
* Minimum 5 years paralegal or legal secretary experience
* Self-motivation, creativity, efficiency, and a warm, can-do personality
* Strong organizational skills
* Good sense of humor and ability to get along well with others
* Healthy sense of passion and desire to change the world for the better

Salary commensurate with experience. Haeggquist & Eck, LLP is an equal opportunity employer that offers an attractive benefits package, including excellent health insurance. Diversity valued. We are committed to recruiting and retaining outstanding employees from a variety of backgrounds. Applications invited regardless of race, gender, national origin, sexual orientation, age, or disability.

If interested, please send a cover letter and resume to Erin Antrim at erina@haelaw.com with “Paralegal” in the email subject line.