

JOB DESCRIPTION



Litigation Case Assistant

At Medina McKelvey, we equip employers to transform legal uncertainty into stability. As a rapidly growing, full-service firm with multiple practice groups built by former Big Law attorneys with an entrepreneurial spirit, we represent clients across California and the country. But we're more than just legal professionals—we are peacemakers, providing the guidance needed to navigate the complexities of employment law with clarity and peace of mind.

We're building a team of talented individuals, from legal professionals to business service experts, who thrive on integrity, are driven to create proactive solutions, and are dedicated to genuine partnerships. Here, your contributions are valued, your growth is prioritized, and your passion for exceptional service is ignited. You'll be challenged and supported while having the opportunity to make a real impact. If you're a driven, focused professional ready to be an anchor for our company and a vital part of our team, we invite you to explore this opportunity.

Role Overview

The Litigation Case Assistant plays a crucial role in supporting litigation attorneys and case teams through efficient, accurate, and timely case management across a variety of litigation-related tasks. The ideal candidate thrives in a fast-paced environment, is highly organized, and brings a high level of professionalism and attention to detail to all tasks.

A TYPICAL DAY AS A LITIGATION CASE ASSISTANT MIGHT INCLUDE

Litigation Support

- Setting up and closing cases, preparing captions and proofs of service, tracking court dockets, drafting shells, proofreading and finalizing documents, filing and serving legal documents, and preparing attorneys for hearings.

Document Management

- Saving and organizing case documents on document management system.

Project Management

- Tracking and updating case deadlines, reviewing emails to proactively and regularly update case information sheets as litigation progresses, and ensuring attorneys and paralegals are aware of upcoming deadlines and other action items to move cases forward.

Attorney & Department Support

- Ensuring attorney compliance with court requirements, managing platform accounts (PACER, ECF, JAMS), supporting billing procedures, and other administrative work as needed.

WHAT WE LOOK FOR

Join our mission-driven team as a Litigation Case Assistant, where you will use your expertise to support our clients and help bring clarity, peace, and confidence to their most complex employment law challenges.

In this dynamic role, you will contribute to our commitment to proactive legal solutions and our culture rooted in peace, purpose, and people-first service. You'll collaborate with a team of excellence-driven professionals who champion generosity, resilience, and high engagement in everything they do.

We are seeking a detail-oriented, highly responsive individual who thrives in a fast-paced environment and can balance multiple priorities with confidence. No two days will look the same—there is always something new to learn, explore, and solve.

As a key member of our Employment Litigation Practice Group, you will play a vital role in supporting the team, ensuring seamless communication, preparing high-quality work product, and helping keep matters and projects moving forward with momentum.

If you enjoy meaningful work, collaborative teamwork, and being part of a people-first, excellence-focused environment, we would love to hear from you.

EXPERIENCE / SKILLS

- Experience in law firm litigation support
- Strong understanding of court rules, legal terminology, and filing procedures across federal, state, and arbitration systems
- Exceptional organizational skills with the ability to manage multiple priorities in a fast-paced environment
- Proficiency in Microsoft Office (experience with legal technology tools and platforms preferred)
- Excellent communication skills, including coordination with legal teams and attention to detail in written work

- Ability to work proactively, maintain professionalism and accuracy, and support attorneys efficiently across matters

JOB TYPE

- Full-Time

GROUP / DEPARTMENT

- Employment Litigation Practice Group

PAY RANGE

We reasonably anticipate that the starting compensation range for this position will be **\$35.00 - \$40.00 per hour**, based on factors such as qualifications, experience, and internal equity.

BENEFITS

- Comprehensive benefits program including medical, dental, vision, and more
- 401(k) retirement plan with employer contribution
- Vacation, holidays, and sick leave
- Opportunities for growth and continuing education
- Collaborative and supportive work environment

SCHEDULE

Monday to Friday

ABILITY TO COMMUTE / RELOCATE

925 Highland Pointe Dr, Roseville, CA 95768

Opportunity for hybrid work