

DILLINGHAM & MURPHY LLP

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Employment

Legal Secretary

Dillingham & Murphy, LLP is seeking a full-time employment litigation secretary, with at least 2 years of experience, to support two partners and one senior associate. Must be detail-oriented, work well under pressure and have working knowledge with E-filings. Please email your resume and cover letter including salary requirements to: Debra Ardissonne Petersen.

Paralegal

Downtown San Francisco law firm seeks a full time paralegal for immediate hire to assist in ongoing litigation and trial preparation. Must have working knowledge in, but not limited to, Summation document and deposition management software, preparing documents and pleadings for filing in state and federal courts, summarizing medical records, deposition transcripts and other litigation oriented tasks. Please e-mail your resume to Debbie Ardissonne Petersen.

www.dillinghammurphy.com

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