



San Mateo • Redwood City

9/21/23

Case Assistant Needed

The San Mateo office of Pierce & Shearer LLP is a small **employment law-focused** office that primarily represents employees, and also provides employment & labor law compliance and related counseling to a select group of employee-friendly employers. Our website is: www.pierceshearer.com.

Our office is presently looking for a **Case Assistant** to help us with cases (pre-litigation as well as litigation) as well as with administration and clerical operations (such as billing, accounting and facilities, etc.) on a **full- or part-time basis**. The ideal candidate has been a case assistant in a law firm for 6 or more months, but we'll also consider training someone who's never before worked in a law office if they have an abundance of the below talents.

DESIRED TALENTS:

- **research/ analytical skills** and the ability to connect the dots and find the “signal in the noise” via-a-vis large amounts of data;
- an ability to **succinctly present one's research findings/ recommendations** orally and/ or in short bullet-pointed outlines to the senior attorney here, and field questions from him;
- **rapid note-taking or speed-writing ability** (in long-hand or on a keyboard) to transcribe (not verbatim, but as closely as possible) attorney teleconferences with clients, opposing counsels, the court/ judges, arbitrators, etc.;
- **client relations** and rapport-building skills;
- **basic clerical, administrative, computer and math** skills; and
- **excellent grades as a high school student or college student**, whether already graduated or still pursuing one's diploma or associate's or bachelor's degree.

MORE ABOUT US:

As stated above, our office practices primarily plaintiff's side employment law, but has also has developed sub-specialties in CV-19 law, HR compliance, LLC formation/ maintenance and related corporate matters, personal injury cases, lien removals, and landslide/ encroachment cases.

The team here has for years served clients in/ from California, Texas, Florida, Tennessee, Hawaii, New Jersey, New Zealand, Singapore, the Philippines, India, Spain, France, Switzerland, the U.K., and some other U.S. states and foreign countries.

We've helped individual plaintiff employees (including 3 public company CEOs, at least 10 private company CEOs, over 20 CFOs, COOs and SVPs, as well as scores of engineers, scientists, founders, salespeople, secretaries, attorneys, I.T. personnel, HR directors, administrative assistants, and others) assert their claims, and routinely against some of the biggest names in:

social media; electric cars; VR; cell phones; biotech; vaping; enterprise software; multimedia software; networking equipment; on-line auctioning; e-commerce; on-line payments; medical devices; billionaire "family offices"; flash memory products; SaaS; semiconductors; VCs; games; telecom; mobile applications; search engines; and many others.

Thus, anyone who works in our office has an enviable "backstage pass" to at least 10/ per year Silicon Valley lawyered'up & HR-up'ed employee off-boards (usually contentious) and on-boards (usually more civil), involving many iconic companies providing the products and services listed above, their hired guns (all cunning and ruthless legal and HR minds), and, a few involving direct reports to:

Tim Cook, Larry Ellison, Patrick Soon-Shiong, Eric Schmidt, Palmer Luckey, and Michael Novogratz, as well as direct reports to members of Jeff Bezos' and Elon Musk's C-suite inner circles.

Our present team includes 1 full-time senior attorney, 1 full-time mid-level attorney, 1 full-time senior paralegal, 1 half-time business manager, 1 full-time paralegal, 1 full-time junior case assistant, 1 seasonal/ on-call senior case assistant, and 1 seasonal/ on-call mid-level case assistant. All senior team-members also have respective hybrid roles, including managing operations, HR, facilities, I.T., etc. alongside their litigation and case-related duties.

Our office is generally open 8am – 6pm Mondays through Thursdays, 8am – 5pm Fridays, and Saturdays and Sundays from 9am - 3pm. This allows many on our team to do flex/ staggered workweeks to accommodate attending school classes, highway traffic flows/ commute challenges, family/ child-care and other commitments. Limited working from home from time to time is permitted, but nearly all employees have worked on-site even during the 2020 pandemic. Our office and facilities were then meticulously re-structured to comply with all then social distancing and related State and County CV-19 workplace safety requirements.

As for attire, we're not as casual as a tech company in terms of dress and grooming latitude, but we're close.

We're also just off of Hwy. 92, near its intersection with Hwy. 280, in a small office building near the San Mateo Highlands bedroom community. Our building has ample free parking, with multiple services within walking distance (e.g., an auto mechanic shop considered the most honest and ethical in the County, a dry cleaner, a 24-hour Safeway, a CVS, an organic produce market, and multiple well-reviewed restaurants).

Obviously, as a small “lean & mean” boutique law firm primarily representing individuals/ employees, we cannot offer the enormous perks that big firms such as a Cooley, a Wilson, a Goodwin or a DLA Piper can, but **we do offer:**

- **a competitive hourly wage (DOE);**
- **ample shifts flexibility;**
- **daily mentoring by our Princeton undergrad/ Georgetown Law senior attorney (who’s been practicing ~ 30 years);** and
- **a collegial, multi-generational and interactive work environment** (the staff’s ages range from 19 years old to 60 years old, and everything in-between; in fact, one of our seasonal senior case assistants started with us when she was 15!).

Candidates interested in public interest law may find us especially appealing, as although we’re a private sector/ for-profit firm, we’re one that’s very close to the mindset and mission of a public interest law firm.

APPLY/ CONTACT US:

We’re looking for the right candidate to join our team! If you have the talents, experience and credentials, we’d love to hear from you. Please send a cover letter and resume to Mark at materlesky@pierceshearer.com.

Mark A. Terlesky

Sr. Paralegal (SM office) *

Ops Lead (SM office)

Co-HR Mgr. (SM & RWC offices)

PIERCE & SHEARER LLP

www.pierceshearer.com

650-573-9300 x111

materlesky@pierceshearer.com

<https://www.linkedin.com/in/mark-andrew-terlesky-b4b9b9122/>

* holder (since 2006) of a current *Attorney Declaration Regarding California Paralegal* in compliance with California Business & Professions Code section 6450(c)(3)