

**Paralegal
Labor Market Analysis 2025-26**

Introduction

This report includes three segments:

1. An occupational analysis from Lightcast for the 2025-26 period for students with an **Associate's Degree** in Accounting;
2. An occupational analysis from Lightcast for the 2025-26 period for students with an **Bachelor's Degree** in Accounting;
3. A comparative analysis of the labor market outcomes of both degrees.

Job Posting Analytics

Lightcast Q3 2026 Data Set

July 2026

San Mateo County Community College District



3401 CSM Drive
San Mateo, California 94402
650.358.6880

Parameters

Select Timeframe: May 2025 - May 2026

Occupations:

Results should include

Code	Description
23-2011	Paralegals and Legal Assistants
43-6012	Legal Secretaries and Administrative Assistants
23-1012	Judicial Law Clerks
23-2099	Legal Support Workers, All Other

Code	Description
23-1011	Lawyers
23-1023	Judges, Magistrate Judges, and Magistrates
21-1092	Probation Officers and Correctional Treatment Specialists
43-4031	Court, Municipal, and License Clerks

Regions:

Code	Description
6001	Alameda County, CA
6013	Contra Costa County, CA
6041	Marin County, CA
6075	San Francisco County, CA

Code	Description
6081	San Mateo County, CA
6085	Santa Clara County, CA
6087	Santa Cruz County, CA

Advertised Salary: Include all postings regardless

Minimum Experience Required: Any

STARs Relevant: Include all postings regardless

Education Level:

Description
High school or GED

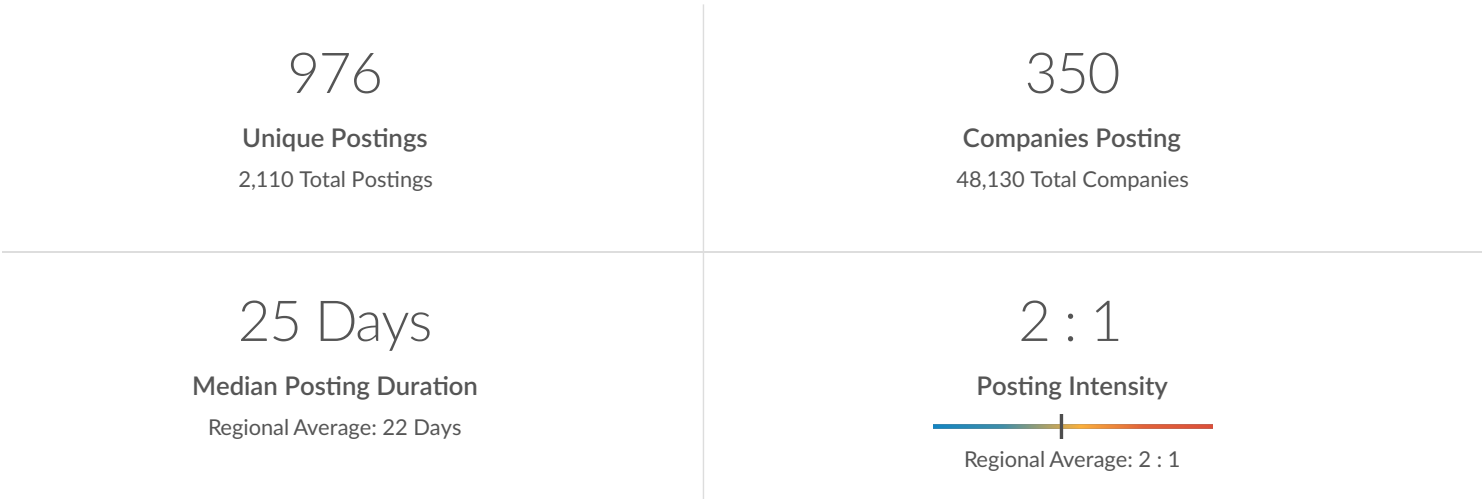
Description
Associate's degree

Job Type: Include Internships

Keyword Search:

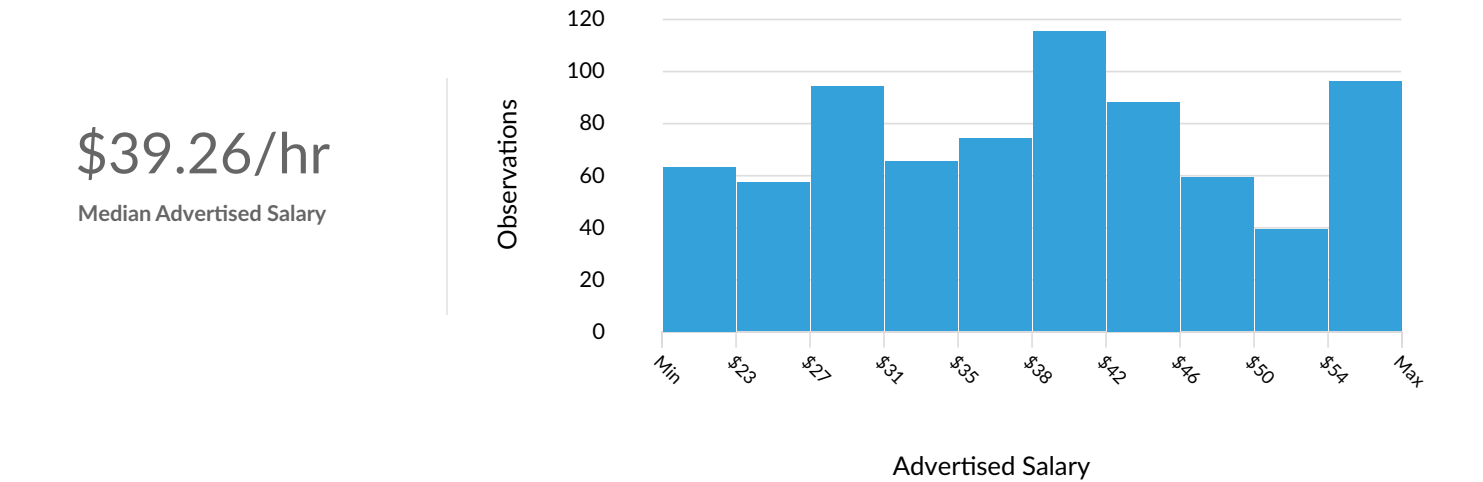
Posting Type: Newly Posted

Job Postings Overview



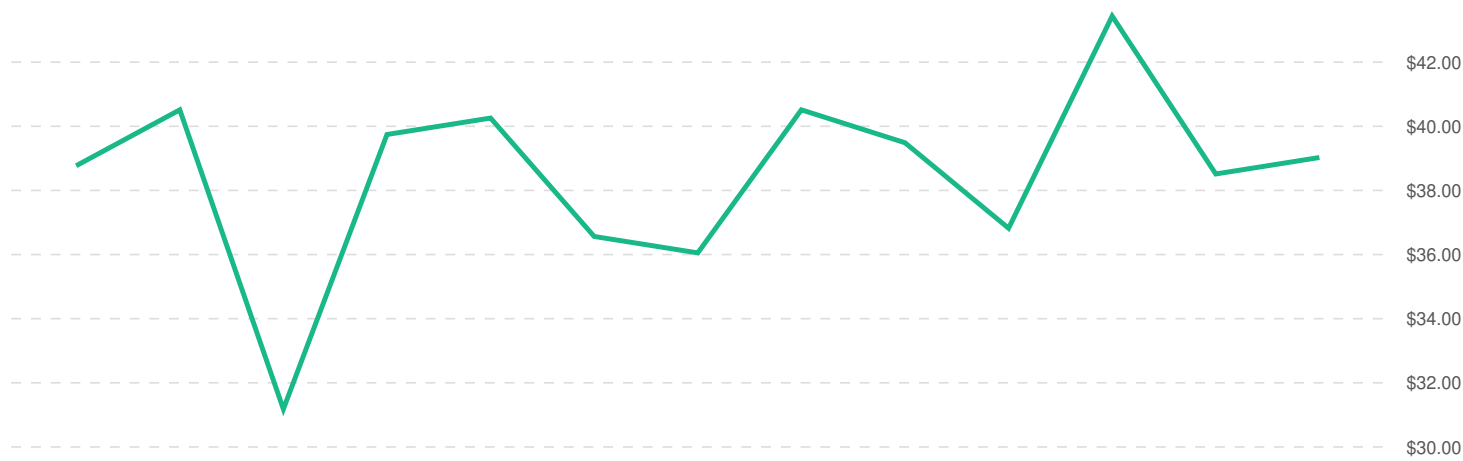
Advertised Salary

There are 750 advertised salary observations (77% of the 976 matching postings).

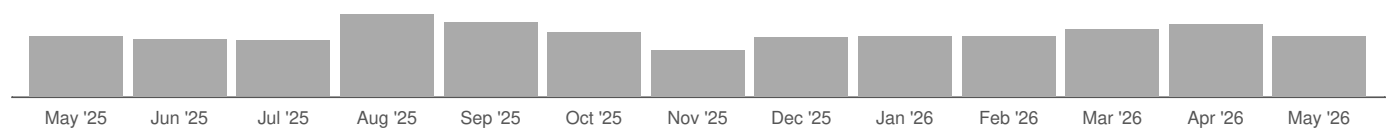


Advertised Salary Trend

▲0.6% May 2025 – May 2026
\$39.26 Median



750 Job Postings

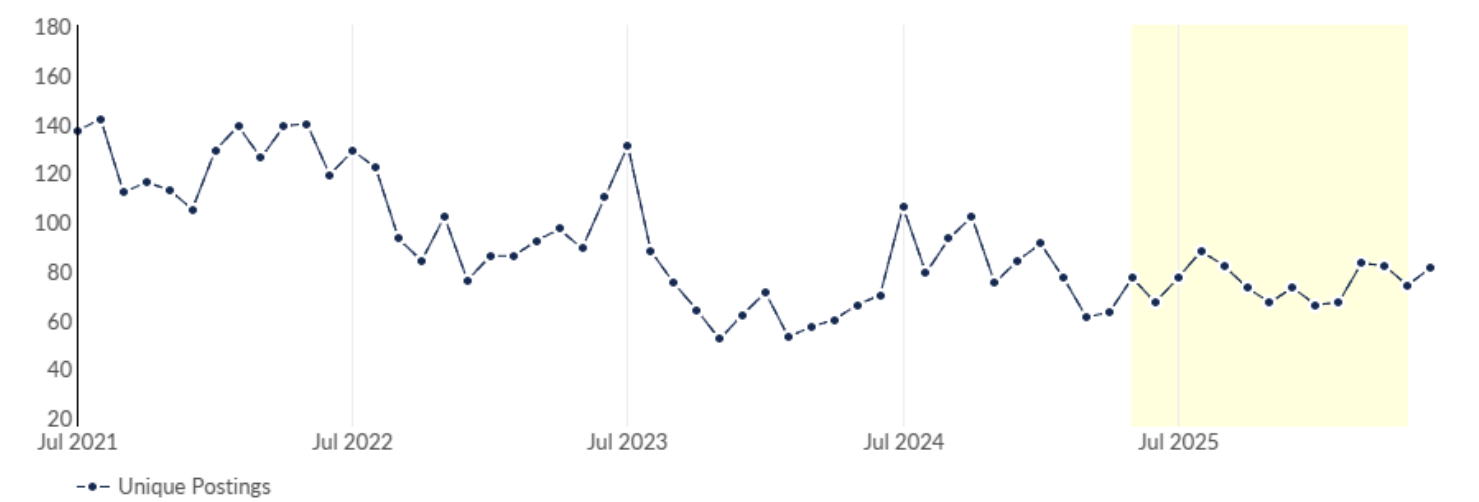


Job Postings Regional Breakdown



County	Unique Postings (May 2025 - May 2026)
San Francisco County, CA	365
Santa Clara County, CA	201
Alameda County, CA	154
Contra Costa County, CA	127
San Mateo County, CA	79

Unique Postings Trend



Month	Unique Postings	Posting Intensity
Jun 2026	81	2 : 1
May 2026	74	2 : 1
Apr 2026	82	3 : 1
Mar 2026	83	2 : 1
Feb 2026	67	2 : 1
Jan 2026	66	2 : 1
Dec 2025	73	2 : 1
Nov 2025	67	2 : 1
Oct 2025	73	2 : 1
Sep 2025	82	2 : 1
Aug 2025	88	2 : 1
Jul 2025	77	2 : 1
Jun 2025	67	2 : 1
May 2025	77	2 : 1
Apr 2025	63	2 : 1
Mar 2025	61	3 : 1
Feb 2025	77	2 : 1
Jan 2025	91	2 : 1
Dec 2024	84	2 : 1
Nov 2024	75	2 : 1

Oct 2024	102	3 : 1
Sep 2024	93	3 : 1
Aug 2024	79	2 : 1
Jul 2024	106	2 : 1
Jun 2024	70	3 : 1
May 2024	66	3 : 1
Apr 2024	60	3 : 1
Mar 2024	57	3 : 1
Feb 2024	53	3 : 1
Jan 2024	71	2 : 1
Dec 2023	62	4 : 1
Nov 2023	52	3 : 1
Oct 2023	64	3 : 1
Sep 2023	75	3 : 1
Aug 2023	88	3 : 1
Jul 2023	131	2 : 1
Jun 2023	110	3 : 1
May 2023	89	2 : 1
Apr 2023	97	2 : 1
Mar 2023	92	3 : 1
Feb 2023	86	2 : 1
Jan 2023	86	2 : 1
Dec 2022	76	2 : 1
Nov 2022	102	3 : 1
Oct 2022	84	2 : 1
Sep 2022	93	3 : 1
Aug 2022	122	3 : 1
Jul 2022	129	6 : 1
Jun 2022	119	4 : 1
May 2022	140	3 : 1
Apr 2022	139	3 : 1

Mar 2022	126	4 : 1
Feb 2022	139	3 : 1
Jan 2022	129	6 : 1
Dec 2021	105	6 : 1
Nov 2021	113	3 : 1
Oct 2021	116	6 : 1
Sep 2021	112	9 : 1
Aug 2021	142	3 : 1
Jul 2021	137	5 : 1

Education Breakdown

Education Level	Unique Postings	% of Total
No Education Listed	0	0%
High school or GED	698	72%
Associate's degree	424	43%
Bachelor's degree	431	44%
Master's degree	34	3%
Ph.D. or professional degree	26	3%

Minimum Education Breakdown

Minimum Education Level	Unique Postings (minimum)	Unique Postings (max advertised)	% of Total (minimum)
High school or GED	698	0	72%
Associate's degree	278	53	28%
Bachelor's degree	0	393	0%
Master's degree	0	26	0%
Ph.D. or professional degree	0	26	0%

Experience Breakdown

Minimum Experience	Unique Postings	% of Total
No Experience Listed	234	24%
0 - 1 Years	135	14%
2 - 3 Years	338	35%
4 - 6 Years	192	20%
7 - 9 Years	65	7%
10+ Years	12	1%

Top Companies Posting

	Total/Unique (May 2025 - May 2026)	Posting Intensity	Median Posting Duration
Adams & Martin Group	74 / 41	2 : 1 	27 days
Tenderloin Neighborhood Development Corporation	222 / 41	5 : 1 	40 days
Robert Half	42 / 28	2 : 1 	17 days
DLA Piper	102 / 24	4 : 1 	17 days
Seabrook Law Offices	23 / 16	1 : 1 	12 days
Morgan, Lewis & Bockius LLP	23 / 15	2 : 1 	46 days
Fox Rothschild LLP	22 / 11	2 : 1 	48 days
Santa Clara Valley Medical Center	21 / 9	2 : 1 	21 days
Stanford University	24 / 9	3 : 1 	12 days
Foley & Lardner LLP	10 / 9	1 : 1 	8 days

Top Cities Posting

City	Total/Unique (May 2025 - May 2026)	Posting Intensity	Median Posting Duration
San Francisco, CA	862 / 367	2 : 1 	29 days
Oakland, CA	136 / 75	2 : 1 	25 days
San Jose, CA	146 / 75	2 : 1 	25 days
Palo Alto, CA	167 / 70	2 : 1 	24 days
Walnut Creek, CA	151 / 57	3 : 1 	25 days
Concord, CA	52 / 27	2 : 1 	28 days
San Rafael, CA	48 / 25	2 : 1 	17 days
Menlo Park, CA	29 / 19	2 : 1 	30 days
Fremont, CA	26 / 16	2 : 1 	36 days
Pleasanton, CA	24 / 15	2 : 1 	23 days

Top Posted Occupations

	Total/Unique (May 2025 - May 2026)	Posting Intensity	Median Posting Duration
Paralegals and Legal Assistants	941 / 464	2 : 1 	24 days
Legal Secretaries and Administrative Assistants	390 / 207	2 : 1 	25 days
Court, Municipal, and License Clerks	374 / 110	3 : 1 	24 days
Lawyers	208 / 104	2 : 1 	25 days
Legal Support Workers, All Other	92 / 39	2 : 1 	31 days
Judicial Law Clerks	58 / 30	2 : 1 	31 days
Probation Officers and Correctional Treatment Specialists	34 / 15	2 : 1 	29 days
Judges, Magistrate Judges, and Magistrates	13 / 7	2 : 1 	29 days

Top Posted Occupations

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Judges, Magistrate Judges, and Magistrates	13 / 7	2 : 1 	29 days

Top Posted Occupations

Occupation	Total/Unique (May 2025 - May 2026)	Posting Intensity	Median Posting Duration
Paralegal / Legal Assistant	883 / 433	2 : 1 	24 days
Legal Secretary	390 / 207	2 : 1 	25 days
Municipal / License / Court Clerk	374 / 110	3 : 1 	24 days
Lawyer	208 / 104	2 : 1 	25 days
Legal Support Specialist	92 / 39	2 : 1 	31 days
Researcher / Research Associate	58 / 31	2 : 1 	17 days
Law Clerk	58 / 30	2 : 1 	31 days
Probation Officer / Correctional Treatment Specialist	34 / 15	2 : 1 	29 days
Judge	13 / 7	2 : 1 	29 days

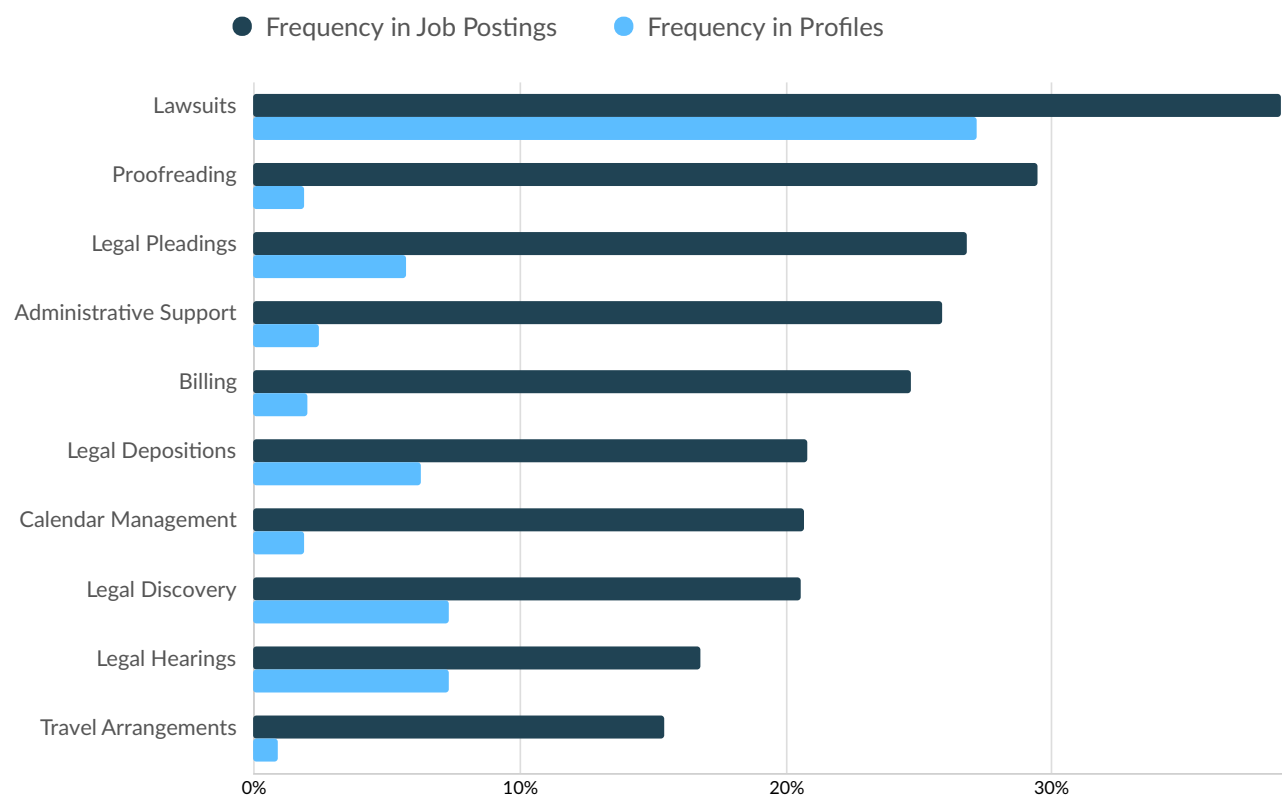
Top Posted Job Titles

	Total/Unique (May 2025 - May 2026)	Posting Intensity	Median Posting Duration
Legal Secretaries	153 / 85	2 : 1 	20 days
Legal Assistants	139 / 71	2 : 1 	24 days
Paralegals	109 / 60	2 : 1 	27 days
Legal Administrative Assistants	128 / 45	3 : 1 	29 days
Litigation Legal Secretaries	70 / 38	2 : 1 	24 days
Litigation Secretaries	64 / 34	2 : 1 	27 days
Family Partners	67 / 30	2 : 1 	25 days
Litigation Paralegals	45 / 25	2 : 1 	32 days
Litigation Legal Assistants	39 / 25	2 : 1 	20 days
Legal Practice Assistants	42 / 20	2 : 1 	10 days

Top Industries

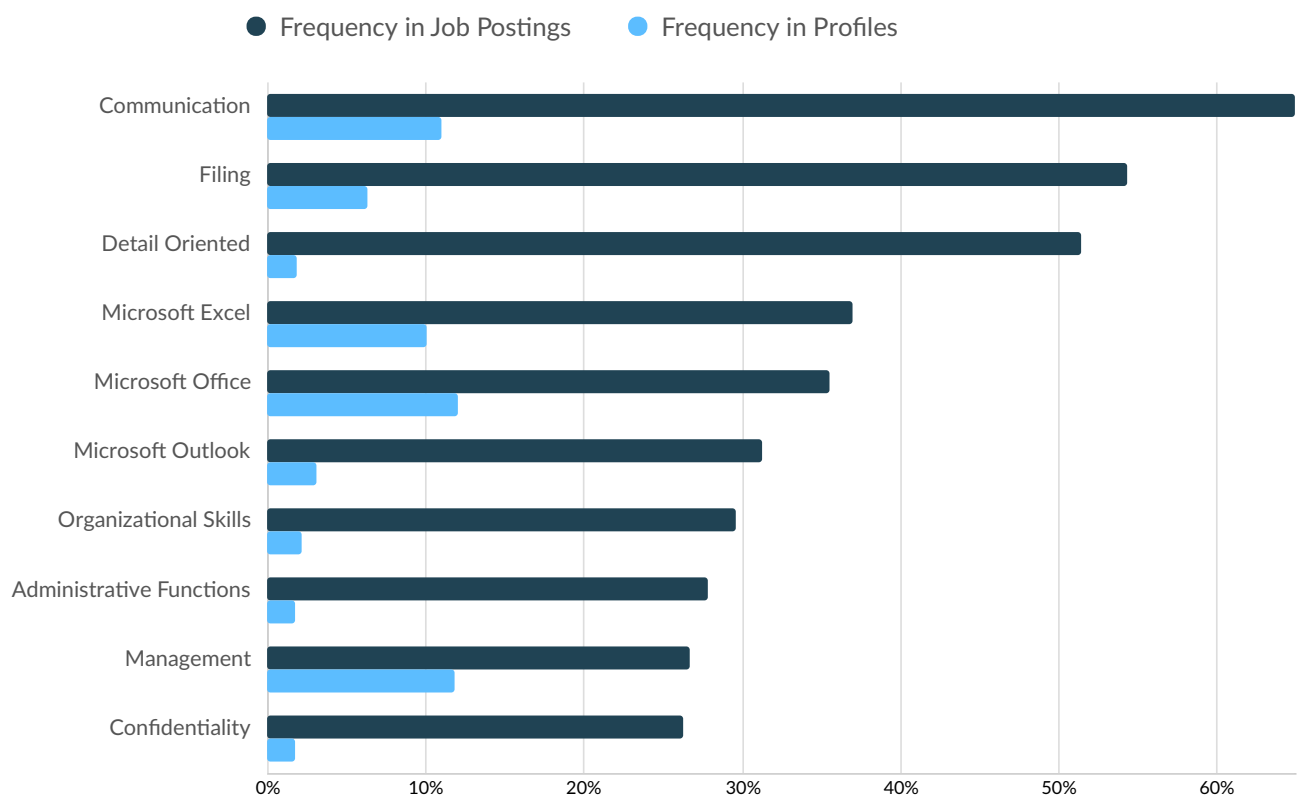
	Total/Unique (May 2025 - May 2026)	Posting Intensity	Median Posting Duration
Offices of Lawyers	520 / 244	2 : 1 	31 days
Employment Placement Agencies	215 / 138	2 : 1 	22 days
Lessors of Residential Buildings and Dwellings	227 / 44	5 : 1 	38 days
Temporary Help Services	22 / 15	1 : 1 	14 days
Colleges, Universities, and Professional Schools	37 / 15	2 : 1 	29 days
General Medical and Surgical Hospitals	32 / 15	2 : 1 	21 days
Courts	26 / 14	2 : 1 	24 days
Pharmaceutical Preparation Manufacturing	31 / 11	3 : 1 	23 days
Miscellaneous Intermediation	22 / 11	2 : 1 	48 days
All Other Professional, Scientific, and Technical Services	24 / 10	2 : 1 	18 days

Top Specialized Skills



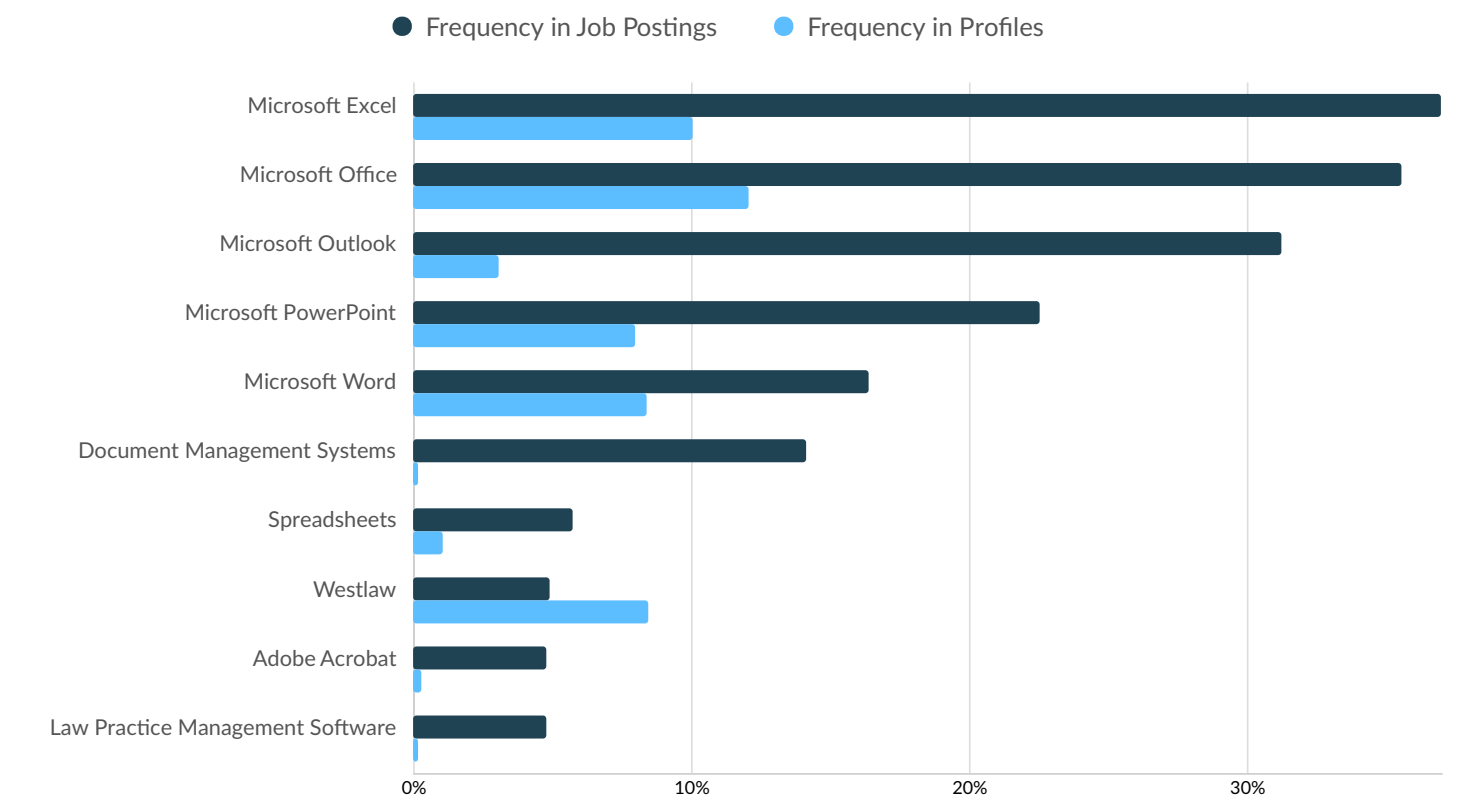
	Postings	% of Total Postings	Profiles	% of Total Profiles	Projected Skill Growth	Skill Growth Relative to Market
Lawsuits	377	39%	15,258	27%	+21.1%	Rapidly Growing
Proofreading	288	30%	1,072	2%	+16.2%	Growing
Legal Pleadings	262	27%	3,233	6%	+12.0%	Growing
Administrative Support	253	26%	1,401	2%	+17.3%	Rapidly Growing
Billing	241	25%	1,145	2%	+17.8%	Rapidly Growing
Legal Depositions	203	21%	3,524	6%	+14.7%	Growing
Calendar Management	202	21%	1,063	2%	+11.7%	Growing
Legal Discovery	201	21%	4,121	7%	+14.6%	Growing
Legal Hearings	164	17%	4,123	7%	+16.2%	Growing
Travel Arrangements	151	15%	537	1%	-6.8%	Lagging

Top Common Skills



	Postings	% of Total Postings	Profiles	% of Total Profiles	Projected Skill Growth	Skill Growth Relative to Market
Communication	634	65%	6,153	11%	+8.5%	Stable
Filing	531	54%	3,527	6%	+18.1%	Rapidly Growing
Detail Oriented	502	51%	1,033	2%	+8.2%	Stable
Microsoft Excel	361	37%	5,656	10%	+14.8%	Growing
Microsoft Office	347	36%	6,774	12%	+16.9%	Growing
Microsoft Outlook	305	31%	1,729	3%	+22.2%	Rapidly Growing
Organizational Skills	289	30%	1,232	2%	+13.3%	Growing
Administrative Functions	272	28%	970	2%	+13.0%	Growing
Management	261	27%	6,654	12%	+5.7%	Stable
Confidentiality	257	26%	977	2%	+7.0%	Stable

Top Software Skills



	Postings	% of Total Postings	Profiles	% of Total Profiles	Projected Skill Growth	Skill Growth Relative to Market
Microsoft Excel	361	37%	5,656	10%	+14.8%	Growing
Microsoft Office	347	36%	6,774	12%	+16.9%	Growing
Microsoft Outlook	305	31%	1,729	3%	+22.2%	Rapidly Growing
Microsoft PowerPoint	220	23%	4,463	8%	+19.9%	Rapidly Growing
Microsoft Word	160	16%	4,717	8%	+6.8%	Stable
Document Management Systems	138	14%	109	0%	+12.2%	Growing
Spreadsheets	56	6%	589	1%	+15.6%	Growing
Westlaw	48	5%	4,732	8%	+10.4%	Growing
Adobe Acrobat	47	5%	159	0%	+6.9%	Stable
Law Practice Management Software	47	5%	95	0%	+18.5%	Rapidly Growing

Top Qualifications

	Postings with Qualification
Valid Driver's License	82
State Bar Membership	24
Certified Patient Care Technician (CPCT)	12
Tax Credit Specialist	10
Cardiopulmonary Resuscitation (CPR) Certification	5
First Aid Certification	5
Certified Municipal Clerk (CMC)	4
Funeral Director License	3
Licensed Clinical Social Worker (LCSW)	3
Licensed Marriage And Family Therapist (LMFT)	3

Top Advertised Benefits

	Total/Unique (May 2025 - May 2026)	Posting Intensity	Median Posting Duration
Insurance	977 / 474	2 : 1 	27 days
Retirement and Savings	907 / 430	2 : 1 	27 days
Paid Leave	791 / 400	2 : 1 	26 days
Education and Career Development	324 / 156	2 : 1 	31 days
Other Benefits	329 / 146	2 : 1 	31 days
Health and Wellness Benefits	282 / 139	2 : 1 	29 days
Work-Life Balance	184 / 103	2 : 1 	32 days
Supplemental Pay	159 / 88	2 : 1 	32 days

Appendix A

Top Posting Sources

Website	Postings on Website (May 2025 - May 2026)
simplyhired.com	546
indeed.com	335
glassdoor.com	97
disabledperson.com	84
dejobs.org	65
justia.jobs	55
diversityjobs.com	53
myworkdayjobs.com	35
governmentjobs.com	33
paycomonline.net	31
careersingovernment.com	22
craigslist.org	22
icims.com	16
ultipro.com	14
gobiglaw.com	13
jobserve.com	10
hercjobs.org	7
oraclecloud.com	7
adp.com	6
careercircle.com	6
gogpac.com	6
insurancepond.com	6
sf.gov	6
byrnesandrupkey.com	5
idealist.org	5

Appendix B

Sample Postings

Desk Clerks — Hope Solutions in San Pablo, CA (May 2026 - Active)

Desk Clerk	
Link to Live Job Posting: hopesolutions.bamboohr.com	
Location: San Pablo, CA	O*NET: 43-4031.00
Company: Hope Solutions	Job Title: Desk Clerks
Desk Clerk Hope Solutions - 5.0 San Pablo, CA Job Details Per diem \$22 an hour 3 hours ago Benefits Paid holidays Dental insurance Work from home Employee assistance program 403(b) Life insurance Qualifications Driver's License Full Job Description Desk Clerk ABOUT US Founded in 1991, Hope Solutions, formerly Contra Costa Interfaith Housing, is a vibrant and socially responsive non-profit agency that provides permanent housing and vital support services to over 2,000 homeless or at-risk families and individuals in Contra Costa County. Over 40 faith-based communities support our work, although there are no religious requirements or affiliations to receive services. Are you seeking a new role that fully utilizes your talents and potential—while helping to make the world a better place? If so, please read on! What are you passionate about? At Hope Solutions— we envision a world in which everyone has a place to call home and the support of a strong community so that they can live with dignity and reach their full potential . We strive to be inclusive and responsive to community needs. We are committed to excellence and accomplish our work with integrity, respect, compassion , and humility. Hope Solution's mission is to heal the effects of poverty and homelessness by providing permanent housing and vital support services to highly vulnerable families and individuals. Could our mission be your mission? Learn more about us @ hopesolutions.org TEAM SNAPSHOT We're adding to our team of passionate folks—who are on a mission to help make the lives of others better—through services and support that lead to a higher quality of life for our clients. We'd like to learn more about you—apply for the role! What's our team like? Here's a snapshot of some of the folks at Hope Solutions who help advance our vision to achieve—secure housing and the dignity of self-sufficiency for the homeless and at-risk families and individuals in Contra Costa County. A FEW OF US... Deanne—Chief Executive Officer— Resides with her husband and three children. Enjoys hiking, camping, reading, cooking, and cheering at her kids' games. Alex—Chief Operating Officer— Lives with his wife, son, and dog (and loves when the grandkids visit!). MSW and macro social worker who enjoys reading, baseball (Go Giants!), cooking, hiking, jazz, and family time. Christina—Chief Financial Officer— Resides with her husband, son, two daughters, and their dog. MPA, Non-Profit Graduate Certificate, and 20+ years in finance; enjoys traveling and family time. Beth—Director of Clinical and Support Services— Resides with her sister and son. Licensed psychologist with 30+ years working with children and families; enjoys singing, cooking, gardening, and traveling. Bill—Vice President of Programs— Resides with his partner. Licensed Marriage and Family Therapist with 25+ years' experience working with underserved populations, specialized training in somatic psychotherapy and end-of-life care; enjoys reading, gardening, and meditation. Cayla—Director of Evaluation & Learning — Resides with her husband and children. MBA in Business Analytics that thrives on spreadsheet analysis, dashboard creation, and reading. Debbie—Director of Development & External Relations— Resides with her husband, two teenagers, and a rescue mutt. Leads external relations and development with 20+ years in marketing and communications. Dominick—Director of Re-Entry Housing & Services— A fourth-generation San Francisco native and father of four, holds a B.S. in Criminal Justice and an M.A. in Leadership. In his free time, he enjoys music, travel, nature, cooking, and quarterly wine trips. Jennifer—Vice President of Strategy & Development— A California native, she spends her time with her loved ones hiking and exploring the region's coffee shops, farmer's markets, and festivals. She likes reading adventure novels and leadership books, as well as playing new board games and video games, and loves a good conversation. Kristina—Director of Human Resources— With over 20 years of	

experience in HR, leadership, people management, and operations, she holds a Bachelor of Business Administration and is a

SHRM-SCP

certified professional. A Bay Area native and proud foodie, she lives with her child and enjoys spending time with her family, cycling, hiking, and keeping life light with laughter and fun. Mashal—Director of Housing & Support Services— Resides in the Bay Area. Daughter of Afghan refugees; enjoys weekends with her son, concerts, reading, and Sonoma Coast drives; former Program Manager for housing and care for chronically homeless adults with

AIDS/HIV

; co-chair for Hope Solutions' CARE Committee and board member. Rena —Director of Finance— Born and raised in Contra Costa County - California CPA with a dual degree in Accounting and Sociology from the University of Notre Dame (Go Irish!). Enjoys cooking, hosting dinner parties and hiking with her husband and two daughters. Tanya—Director of Rapid Re-Housing & Navigation— Resides with her husband, daughter, and two sons. Master's in Counseling Psychology with 15+ years serving underserved populations; enjoys music, comedy, movies, exercising, and basketball.

WHO WE ARE LOOKING FOR

As an On-Call (Per Diem) Desk Clerk under the guidance of the Assistant Manager, you will play a pivotal role in maintaining smooth operations within an affordable housing facility. Your responsibilities will include welcoming residents and guests, managing check-ins and check-outs, handling inquiries, and providing exceptional customer service. Additionally, you will assist in maintaining accurate records, coordinating with other staff members to ensure efficient communication, and promptly addressing any issues or concerns. Your attention to detail, friendly demeanor, and ability to multitask will contribute to creating a positive and welcoming environment for all residents and visitors.

Supervisory Responsibility :

None

WHAT WILL YOU DO

Resident Support:

Maintain familiarity with all residents of El Portal Place. Collaborate closely with all supportive staff connected to residents to support residents to overcome issues that may place them at risk for eviction, including but not limited to: behavioral issues, mental health problems, or physical limitations that affect their ability to abide by lease agreements/rules of residency. Encourage all residents to take advantage of the services and programs available to them. Maintain awareness of culturally diverse consumer populations and perform duties with a trauma-informed approach and attention to residents' cultural needs.

Facility & Visitor Management:

Keep an accurate log of all visitors to the building by recording names and assuring visitors sign in and out. Answer telephones and take accurate messages. Convey accurate information to team members and/or appropriate authorities, as necessary. Conduct patrols of the building according to a schedule outlined by the Assistant Manager and other supervisory staff. Ensure that doors and gates are closed and locked. Respond to emergency situations by calling the appropriate emergency service (i.e., police, fire department, ambulance, paramedics). Enforce building policies and house rules. Keep lobby areas clean and neat. Monitor parking areas and enforce the policy. Inform the Assistant Manager, team members, and/or on-call Property Manager of any unusual activity in a timely manner. Enforce the complex's no-loitering policy. Manage resident complaints and issues. Perform other related duties that the Assistant Manager and other supervisory staff may request.

Cultural Responsiveness:

Awareness of and aptitude to understand, respect, and adapt to cultural and identity-based differences within group environments appropriately and effectively. Experience fostering and reinforcing an environment that values unique experiences, cultures, personal humility, authenticity, backgrounds, and goals. Participate in and complete our new employee onboarding process, which includes reading and discussing a short chapter in the book, *The Color of Law*.

Organizational/Administrative Responsibilities:

Professionally represent Hope Solutions in all circumstances. Comply with policies, procedures, standards of practice, and outcome requirements for the program. Comply with all legal/ethical professional guidelines for maintaining consumer confidentiality, adhering to HIPAA guidelines, protecting consumer rights, advocating on clients' behalf, and assuring consumer safety. Comply with all local, state, and federal regulations as well as with Hope Solutions policies and procedures. Maintain knowledge of and compliance with Fair Housing regulations. Update the Assistant Manager, Property & Support Services Manager, Director of Property & Support Services, and the Finance department on financial matters regarding monies received and spent for maintenance, repair/rehabilitation, insurance claims, and reports. Attend all required meetings, including but not limited to Solutions staff meetings, Team meetings, consumer case conferences, and required training. Attend program development meetings as required. Interface and integrate efficiently with Hope Solutions management, service providers, and residents. Complete required personnel-related paperwork and complete expenditure reports for food supplies, petty cash expenses, and/or mileage in a timely and accurate manner. On-call, after-hours, and backup work will be required. Other duties as assigned.

Work Location Classification:

Site-Based:

Work is primarily performed at an assigned Hope Solutions location, with an on-site presence as the standard expectation to support program operations, clients, and team collaboration. This classification applies to GPA, East County, Hacienda, Lakeside, Pomona, El Portal Place, and key roles at Taylor Office such as the Operations Manager and their direct reports. Work from home must be approved in advance by the Program Director or Manager. Written approval (email) is required. All new program employees are expected to work on-site for the first 90 calendar days. Any exception requires approval from the Program Director or Manager. Client-facing work may occur on-site or in the field, depending on the role and program needs, and may include appointments, sessions, engagements, support services, client-present coordination of community resources/services, and other direct service activities. This expectation may flex to accommodate operational needs, client availability, safety concerns, or urgent program priorities while still meeting performance expectations. When requesting to work from home, the employee must make the request to their direct supervisor in advance. The request must include the requested date/hours, business reasons, and a work plan for the day. For urgent same-day situations, the employee must notify leadership as early as possible and follow directions regarding work-from-home approval, schedule adjustment, or use of leave time. When approved to work from home, employees must maintain confidentiality, work from a professional/private environment, complete assigned tasks and documentation on time, and track time accurately.

Position Qualifications:

Knowledge of and belief in "Housing First" philosophy and strategies. Passion for and demonstrated experience successfully supporting vulnerable populations, especially homeless individuals with mental disabilities. Experience with and/or interest in handling light maintenance skills is strongly preferred. AA or AS degree in a field applicable to property/facility management and/or a high school diploma plus a minimum of 3 years' experience in property/facility management. Bi-lingual in English/Spanish is a plus. Outstanding written and verbal communication skills. Computer proficiency in the use of Microsoft and database applications. Must have an operational vehicle, auto insurance, valid California driver's license, and be willing to drive for work. Must pass LiveScan screening and TB test. Salary contingent upon skill and experience.

Physical Qualifications:

Must be able to walk, climb stairs, and enter/exit the facility to manage the premises. Must be able to work in a desk setting for up to 8 hours at a time to manage resident and visitor traffic in and out of the premises. Office setting activities are required, such as reading the fine print on documents and/or visitor identification, monitoring security cameras, typing on a laptop/computer to respond to emails, entering case

notes into a database, and copying/faxing forms and documents on a copy machine. Occasionally must be able to lift and carry objects weighing up to 25 pounds, including files, holiday gifts, and food donations. Ability to drive an automobile and transport oneself, including driving at night.

Compensation & Benefits:

Flexible, dynamic work environment. 100% premium paid for employee Kaiser health and dental care. Matched 403b retirement savings. 11 paid holidays, plus 3 floating holidays. Ability to accrue 2-4 weeks' vacation depending on tenure. Life insurance and Employee Assistance Program. We are an equal-opportunity employer. If you're a good fit, we want to meet you! Please be advised that we are unable to provide sponsorship for this position. The nature of the work at Hope Solutions does not qualify us to support sponsorship. Only candidates authorized to work in the USA without the need for sponsorship will be considered.

Legal Secretary	
Link to Live Job Posting: Posting is no longer active	
Location: Oakland, CA	O*NET: 43-6012.00
Company: Fagen Friedman & Fulfroost Llp	Job Title: Legal Secretaries
Legal Secretary Fagen Friedman & Fulfroost LLP - 3.5 Oakland, CA Job Details \$38.47 - \$50.49 an hour 1 day ago Benefits Travel reimbursement Profit sharing Health insurance 401(k) Qualifications Filing court documents Expense management Content editing Mid-level 3 years High school diploma or GED Litigation iManage Productivity software Appointment scheduling Associate's degree Travel scheduling File organization Time management Full Job Description Join F3 Law: Legal Secretary -Oakland Fagen Friedman & Fulfroost LLP, California's leading education law firm, seeks a legal secretary to join a collegial team of results-oriented practitioners in our Oakland Office. OVERVIEW The Legal Secretary will provide legal and administrative support to multiple attorneys. This essential, highly responsible, and accountable position requires the individual to work independently, anticipate needs, be proactive, maintain confidentiality, and demonstrate professionalism. The successful candidate must deliver excellent work and superior service to the Firm and the Firm's clients. The candidate must also possess strong organizational and time management skills, communicate effectively, and be flexible as demands and priorities change. REQUIRED duties and experience include: File management and document production Extensive experience with e-filing in administrative, state, and federal courts Draft, proofread, and edit correspondence Client interaction/communication with clients, courts, and attorneys Knowledge of court rules and civil procedures in State and Federal jurisdictions Legal calendaring via Juralaw and other electronic court rule programs Management of multiple calendars, appointments, and travel arrangements Preparation of travel/expense reimbursements QUALIFICATIONS High school diploma or GED; Associates/ Bachelor's degree preferred In-depth knowledge of Microsoft Office Suite, Coyote timekeeping, and DMS (iManage) or similar software A minimum of THREE (3) years of experience as a litigation secretary working with multiple attorneys; transactional law and administrative hearing knowledge is a plus COMPENSATION & BENEFITS Salary : Hourly wage ranges from \$38.47 to \$50.49, based on experience.	

Benefits :

F3 Law provides a supportive and intellectually engaging work environment, comprehensive health insurance benefits, and a 401(k) plan with profit-sharing contributions.

DIVERSITY, EQUITY, AND INCLUSION F3

Law is an equal opportunity employer committed to reflecting the rich diversity of California's six million+ students. We foster an inclusive workplace where differences in race, age, gender identity, sexual orientation, socioeconomic status, religion, physical and mental ability, and language are respected and celebrated. Application Process To apply, please submit the following documents: Employment Application Cover Letter Resume Location 70 Washington St # 205 Oakland, CA 94607 At F3 Law, we make a meaningful impact on California's educational institutions and the communities they serve. Apply today!

Legal Secretary	
Link to Live Job Posting: Posting is no longer active	
Location: Oakland, CA	O*NET: 43-6012.00
Company: PG&E	Job Title: Legal Secretaries
Requisition ID # 171106 Job Category: Administrative / Clerical Job Level: Individual Contributor Business Unit: Gen Counsel, Ethics, Risk & Compliance Work Type: Hybrid Job Location: Oakland Department Overview The Law Department provides timely, efficient and business-focused legal services to the company. The Law Department's substantive legal activities fall into the following categories: Litigation, Employment, Regulatory, Strategy and Policy, Commercial Contract, and Corporate Services. Position Summary Provides a broad and vast range of administrative and clerical support to attorneys, paralegals, and legal administrative personnel. Prepares legal documents and correspondence while maintaining accurate calendaring for court appearances, and due dates of pleadings, depositions, hearings, and meetings. Responds to various inquiries and requests related to court and regulatory proceedings. This position is hybrid, working from your remote office and your assigned work location based on business needs or company requirements. The assigned work location will be within the PG&E Service Territory and will be agreed upon by the successful candidate and hiring leader. PG&E is providing the full salary/pay range for this position. The actual amount paid to an individual will be based on multiple factors, including, but not limited to, internal equity, specific skills, education, licenses or certifications, experience, market value, and geographic location. The range to reasonably expect will be around the minimum and the midpoint. The final decision will be made on a case-by-case basis related to the factors above. This job is also eligible to participate in PG&E's discretionary incentive compensation programs. Bay Area Min: \$68,000 Bay Area Mid: \$85,000 Bay Area Max: \$102,000 Job Responsibilities Performs comprehensive legal administrative support to attorneys paralegals, and legal administrative personnel while providing support to other lines of business outside of the law department to meet the needs of the Company.	

- Prepares, proofreads, and edits correspondence, forms, templates, legal documents and e-filings for accuracy and completeness.
- Coordinates and prepares, notices of meetings, hearings, depositions, interviews, settlements, and conferences
- Schedules, updates and maintains accurate court and regulatory calendaring deadlines for pleadings, depositions, transcripts, noticing requirements, etc. and..
- Ensures compliance with administrative agency and court rules for filings and exhibits. Reviews and confirms accuracy and completeness of service distribution. Direct coordination, communication and follow-up with clients, witnesses, and court officials for administrative, federal state and regulatory agencies
- Ability to manage and respond efficiently to high volume inquiries and correspondence relating to meetings, hearings, filings and court and regulatory proceedings.

Apply analytical skills to develop innovative solutions to address complex filing issues and demands. Maintains public and confidential records within the department's electronic management platforms and SharePoint sites while ensuring upkeep by periodic review. .

- Maintains public and confidential records within the department's electronic management platforms and SharePoint sites while ensuring upkeep by periodic review. Qualifications Minimum
- High school diploma or GED
- 2 years of experience as a legal secretary/legal assistant that includes litigation work
- Experience within a law firm organization or internal legal department
- Ability to type 55 words per minute Desired
- Associate's (AA/AS) degree
- Certificate of completion, coursework, or training from a university/college, vocational school, and/or extended learning within the areas of legal studies, office administration, or related field
- Accredited Legal Professional (ALP) certification
- Strong attention to detail Excellent communication and client management skills Efficient in competing deadlines in a heavy workload environment

Pre-Employment Testing PG&E Employees:

You must have qualified on all prerequisite tests prior to submitting an application, and all secondary tests prior to interviewing. For more information on prerequisite and secondary exams, including study guides, please visit the Pre-employment testing program website. Work Orientation Inventory-Clerical Typing Test-55WPM Clerical Test Battery

Litigation/Legal Assistant	
Link to Live Job Posting: Posting is no longer active	
Location: San Francisco, CA	O*NET: 23-2011.00
Company: CDF Labor Law LLP	Job Title: Litigation Legal Assistants

Litigation/Legal Assistant San Francisco, CA Job Details Full-time \$41 - \$46 an hour 1 day ago Benefits Paid parental leave Paid holidays Disability insurance Health insurance Dental insurance Paid time off Parental leave Employee assistance program Vision insurance Life insurance Qualifications Some college Microsoft Excel Microsoft Outlook 5 years Expense management Administrative experience High school diploma or GED Litigation Legal administrative experience Calendar management Legal research Proofreading Senior level Travel scheduling

Full Job Description Position:

Litigation/Legal Assistant (San Francisco, CA)

Job Summary:

We are actively seeking a high-energy and experienced Litigation Legal Assistant to join our San Francisco team. A collaborative and flexible work environment necessitates the ability to adapt to multiple roles in small office, have attention to detail, and the ability to get along and work well with a fun and diverse team. The Legal Assistant will provide support to 3 attorneys desks. This position reports to the Director of Legal Operations and Office Managing Partner. Position Type / Expected Hours of Work This is a full-time position, working in the office 5 days a week; hybrid schedule available after initial training period. Days and hours are Monday through Friday 8:00 a.m. to 5:00 p.m., with a 45 minute or one hour unpaid lunch period.

Qualifications:

Must have 5+ years of experience as a Litigation/Legal Assistant in a litigation environment. Labor and employment experience is preferred but not required for the right candidate. Must have experience in calendaring, researching court rules/local rules/judge's rules, and ability to cross-check calendaring using software such as eDockets, Milana or Compulaw. Must have experience with eFiling in both State and Federal courts; including but not limited to creating tables of authority, bookmarking exhibits, redacting and Bates stamping. Position requires critical thinking skills, attention to detail, proof-reading skills, and ability to multi-task. Must be proficient in MS Office 365 Programs (Word, Excel, and Outlook). Duties also include the following tasks: travel arrangements, expense reports, entering attorney timesheets, and other administrative type duties as assigned.

Education:

High school diploma or equivalent required. Some college coursework is preferred.

CDF Benefits:

Competitive pay and incentives Medical, dental, vision, and flexible spending Firm paid benefits: EAP, Telemedicine, life insurance, STD, and LTD 401(k), paid holidays, paid time off and paid parental leave program Fun events and firm perks Business casual dress Annual Holiday event and more! Position Type / Expected Hours of Work This is a full-time position, working in the office 5 days a week with option of hybrid remote after the initiation period. Days and hours are Monday through Friday 8:00 a.m. to 5:00 p.m., with one hour unpaid lunch period. About CDF Labor Law LLP For 30+ years, CDF has distinguished itself as one of the top employment, labor, and business immigration firms in California, representing employers in single-plaintiff and class action lawsuits, and advising employers on related legal compliance and risk avoidance with offices strategically located throughout the state. Commitment to Diversity CDF is proud to have been listed in Law360's Annual Diversity Report for multiple years in a row as one of "Best Law Firms for Women and Minority Attorneys" in firms of similar size. We are fully committed to supporting and advancing diversity, equity, and inclusion within the legal profession, and strongly encourage the interest of diverse candidates in the firm.

Legal Secretary/ Legal Assistant (TEMP)

Link to Live Job Posting: Posting is no longer active

Location: Burlingame, CA

O*NET: 23-2011.00

Company: Nelson Connects

Job Title: Legal Secretaries/Legal Assistants

Legal Secretary / Legal Assistant (Temporary Assignment) You are a detail-oriented and proactive legal professional who thrives in a fast-paced environment with minimal supervision. You bring strong analytical thinking, sound judgment, and advanced administrative and secretarial skills. You are comfortable working collaboratively while independently managing priorities, deadlines, and sensitive legal matters.

Duration:

1.5-2 month temporary assignment

Schedule:

Monday-Friday, 9:00 AM - 5:00

PM Hours:

35 hours per week

Location:

Onsite in

Burlingame, CA What You Will Be Doing:

Draft, proofread, and prepare legal correspondence, memoranda, and pleadings for attorney review Conduct routine legal research on court rules, filing procedures, and administrative requirements File legal documents with courts and administrative agencies, ensuring compliance with deadlines Maintain and organize electronic and paper case files, calendars, and case management systems Track filing deadlines and manage incoming/outgoing mail with attention to priority matters Communicate with attorneys, courts, agencies, CTA staff, and external stakeholders to obtain information Enter and track attorney time, expenses, and case-related costs Support department programs, including legal panels, workshops, and recruitment initiatives Provide administrative and clerical support, including call screening and handling routine inquiries Assist with legal referrals, committee participation, and special projects as assigned

What You Bring:

Bachelor's degree, OR Associate's degree with 2+ years of experience, OR high school diploma/GED with 5+ years of relevant experience Experience drafting legal documents and conducting basic legal research Strong knowledge of court rules, filing procedures, and legal documentation Excellent organizational skills with the ability to manage multiple deadlines Proficiency in Microsoft Word (or WordPerfect) and case management systems; typing speed of 55+ WPM Strong proofreading, formatting, and written/verbal communication skills Ability to work independently, exercise discretion, and handle confidential information Capacity to perform under pressure, meet deadlines, and respond to urgent matters Team-oriented mindset with flexibility to support various departmental needs For over 50 years, Nelson Connects has empowered employers and job seekers to achieve their unique versions of success. Our commitment to excellence, integrity, compassion, and innovation has made us a trusted partner in connecting jobs, people, and communities. The remarkably talented and dedicated people of Nelson Connects are building on the rich history of this company to define the future of our industry, and we can't wait to work with you. We

are Nelson Connects, and our purpose is your success. To learn more about our workplace culture and the position, please apply #INDbpjr About Us For over 50 years, Nelson Connects has empowered employers and job seekers to achieve their unique versions of success. Our commitment to excellence, integrity, compassion, and innovation has made us a trusted partner in connecting jobs, people, and communities. The remarkably talented and dedicated people of Nelson Connects are building on the rich history of this company to define the future of our industry, and we can't wait to work with you. We are Nelson Connects, and our purpose is your success.

Pay & Benefits Transparency:

Nelson Connects provides compensation ranges for all job postings in accordance with applicable federal, state, and local pay transparency laws. The compensation range listed represents a good faith estimate of base pay at the time of posting for the specific position and work location, or locations where the role may be performed. Eligible temporary associates may have access to medical, dental, vision, HSA, EAP, life/AD&D, short-term disability, 401(k) retirement plan options, commuter benefits, paid sick leave where mandated, and other state or locally required benefits, subject to eligibility requirements. Where applicable, postings will describe any additional benefits, paid leave, bonus or incentive opportunities, commissions, and other forms of compensation specific to that position. Actual compensation offered may vary based on skills, experience, worksite location, shift, and other legitimate business factors.

Fair Chance Hiring:

Nelson Connects will consider qualified applicants with arrest and conviction records in a manner consistent with applicable federal, state, and local fair chance and ban-the-box laws.

Temporary Assignment Disclosure:

For temporary or temporary-to-hire assignments, the job posting will identify the worksite location, anticipated schedule, pay rate or range, nature of the assignment, and other information required under applicable state or local law.

Equal Employment Opportunity & Accommodation:

Nelson Connects is an equal opportunity employer. Employment decisions are made without regard to race, color, religion, sex (including pregnancy, sexual orientation, gender identity), national origin, age, disability, genetic information, veteran status, or any other status protected under applicable law. At Nelson Connects, we welcome applicants of all abilities and are committed to ensuring that every aspect of our hiring and interview process is accessible and supportive. If you require a reasonable accommodation to assist in your job search or application process, please contact us at peopleoperations@nelsonconnects.com for assistance.

Appendix C - Data Sources and Calculations

Lightcast Job Postings

Job postings are collected from various sources and processed/enriched to provide information such as standardized company name, occupation, skills, and geography.

Job Posting Analytics

Lightcast Q3 2026 Data Set

July 2026

San Mateo County Community College District



3401 CSM Drive
San Mateo, California 94402
650.358.6880

Parameters

Select Timeframe: May 2025 - May 2026

Occupations:

Results should include

Code	Description
23-2011	Paralegals and Legal Assistants
43-6012	Legal Secretaries and Administrative Assistants
23-1012	Judicial Law Clerks
23-2099	Legal Support Workers, All Other

Code	Description
23-1011	Lawyers
23-1023	Judges, Magistrate Judges, and Magistrates
21-1092	Probation Officers and Correctional Treatment Specialists
43-4031	Court, Municipal, and License Clerks

Regions:

Code	Description
6001	Alameda County, CA
6013	Contra Costa County, CA
6041	Marin County, CA
6075	San Francisco County, CA

Code	Description
6081	San Mateo County, CA
6085	Santa Clara County, CA
6087	Santa Cruz County, CA

Advertised Salary: Include all postings regardless

Minimum Experience Required: Any

STARs Relevant: Include all postings regardless

Education Level:

Description
High school or GED
Associate's degree

Description
Bachelor's degree

Job Type: Include Internships

Keyword Search:

Posting Type: Newly Posted

Job Postings Overview

3,360

Unique Postings
6,640 Total Postings

864

Companies Posting
48,130 Total Companies

24 Days

Median Posting Duration
Regional Average: 22 Days

2 : 1

Posting Intensity
Regional Average: 2 : 1

Advertised Salary

There are 2,420 advertised salary observations (72% of the 3,360 matching postings).

\$48.12/hr

Median Advertised Salary

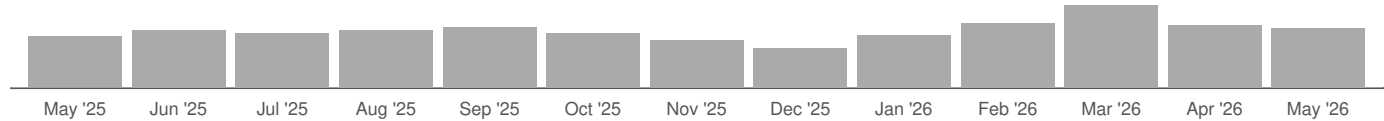


Advertised Salary Trend

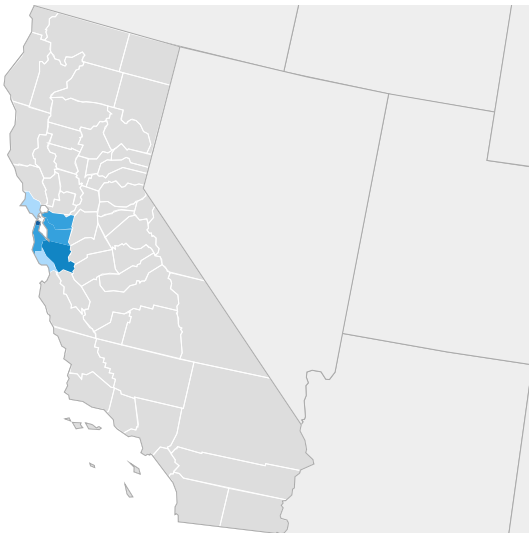
▲0.0% May 2025 – May 2026
\$48.12 Median



2,420 Job Postings

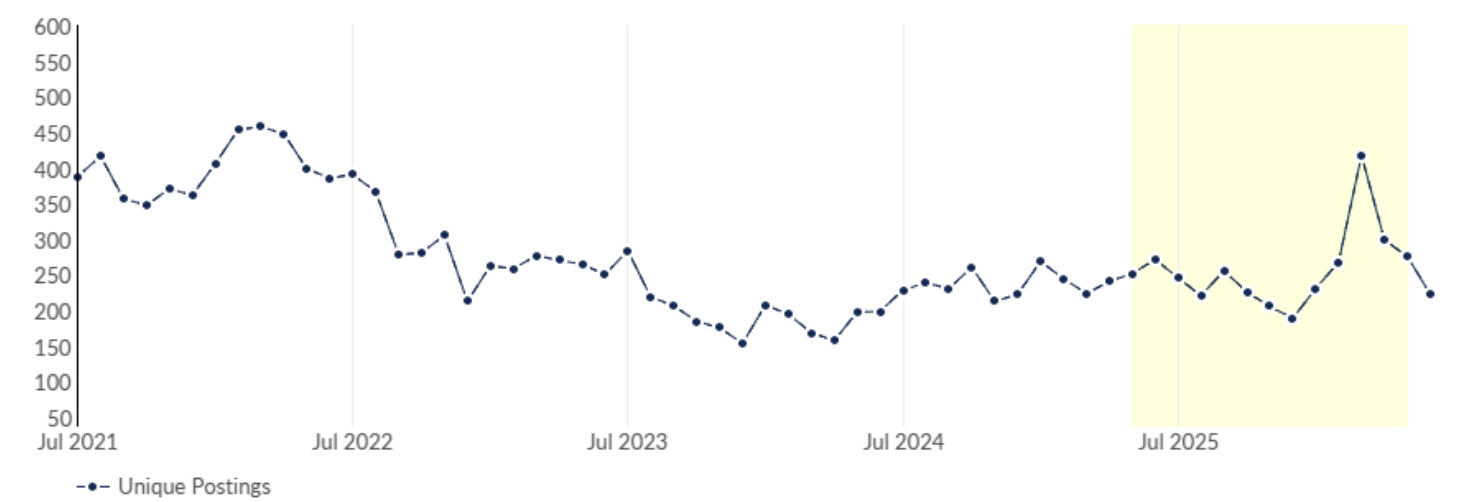


Job Postings Regional Breakdown



County	Unique Postings (May 2025 - May 2026)
San Francisco County, CA	1,326
Santa Clara County, CA	866
Alameda County, CA	525
San Mateo County, CA	286
Contra Costa County, CA	271

Unique Postings Trend



Month	Unique Postings	Posting Intensity
Jun 2026	223	2 : 1
May 2026	276	2 : 1
Apr 2026	299	2 : 1
Mar 2026	418	2 : 1
Feb 2026	268	2 : 1
Jan 2026	231	2 : 1
Dec 2025	189	2 : 1
Nov 2025	206	2 : 1
Oct 2025	226	2 : 1
Sep 2025	256	2 : 1
Aug 2025	221	2 : 1
Jul 2025	246	2 : 1
Jun 2025	272	2 : 1
May 2025	252	2 : 1
Apr 2025	241	2 : 1
Mar 2025	224	2 : 1
Feb 2025	245	2 : 1
Jan 2025	269	2 : 1
Dec 2024	223	2 : 1
Nov 2024	213	2 : 1

Oct 2024	261	3 : 1
Sep 2024	231	3 : 1
Aug 2024	239	2 : 1
Jul 2024	229	3 : 1
Jun 2024	199	2 : 1
May 2024	198	2 : 1
Apr 2024	158	3 : 1
Mar 2024	169	2 : 1
Feb 2024	195	2 : 1
Jan 2024	208	2 : 1
Dec 2023	154	3 : 1
Nov 2023	176	3 : 1
Oct 2023	185	3 : 1
Sep 2023	207	3 : 1
Aug 2023	219	4 : 1
Jul 2023	284	2 : 1
Jun 2023	251	3 : 1
May 2023	265	3 : 1
Apr 2023	271	2 : 1
Mar 2023	277	3 : 1
Feb 2023	259	3 : 1
Jan 2023	263	3 : 1
Dec 2022	213	2 : 1
Nov 2022	306	3 : 1
Oct 2022	281	3 : 1
Sep 2022	279	4 : 1
Aug 2022	367	3 : 1
Jul 2022	391	4 : 1
Jun 2022	386	3 : 1
May 2022	399	3 : 1
Apr 2022	448	3 : 1

Mar 2022	458	3 : 1
Feb 2022	454	3 : 1
Jan 2022	406	5 : 1
Dec 2021	362	4 : 1
Nov 2021	371	4 : 1
Oct 2021	348	5 : 1
Sep 2021	357	6 : 1
Aug 2021	417	3 : 1
Jul 2021	388	4 : 1

Education Breakdown

Education Level	Unique Postings	% of Total
No Education Listed	0	0%
High school or GED	698	21%
Associate's degree	424	13%
Bachelor's degree	2,815	84%
Master's degree	307	9%
Ph.D. or professional degree	427	13%

Minimum Education Breakdown

Minimum Education Level	Unique Postings (minimum)	Unique Postings (max advertised)	% of Total (minimum)
High school or GED	698	0	21%
Associate's degree	278	53	8%
Bachelor's degree	2,384	393	71%
Master's degree	0	181	0%
Ph.D. or professional degree	0	427	0%

Experience Breakdown

Minimum Experience	Unique Postings	% of Total
No Experience Listed	752	22%
0 - 1 Years	352	10%
2 - 3 Years	1,027	31%
4 - 6 Years	809	24%
7 - 9 Years	256	8%
10+ Years	164	5%

Top Companies Posting

	Total/Unique (May 2025 - May 2026)	Posting Intensity	Median Posting Duration
Robert Half	171 / 120	1 : 1 	16 days
Adams & Martin Group	127 / 69	2 : 1 	24 days
Cooley LLP	145 / 59	2 : 1 	26 days
Keller Augusta	74 / 55	1 : 1 	16 days
Jobot	56 / 43	1 : 1 	16 days
Tenderloin Neighborhood Development Corporation	222 / 41	5 : 1 	40 days
Morgan, Lewis & Bockius LLP	47 / 34	1 : 1 	43 days
Perkins Coie	39 / 32	1 : 1 	31 days
DLA Piper	119 / 30	4 : 1 	17 days
AppleOne	54 / 29	2 : 1 	23 days

Top Cities Posting

City	Total/Unique (May 2025 - May 2026)	Posting Intensity	Median Posting Duration
San Francisco, CA	2,678 / 1,338	2 : 1 	28 days
San Jose, CA	576 / 321	2 : 1 	22 days
Palo Alto, CA	484 / 258	2 : 1 	24 days
Oakland, CA	433 / 221	2 : 1 	27 days
Walnut Creek, CA	257 / 114	2 : 1 	28 days
Santa Clara, CA	180 / 79	2 : 1 	20 days
Alameda, CA	119 / 57	2 : 1 	17 days
Fremont, CA	101 / 55	2 : 1 	22 days
San Mateo, CA	99 / 51	2 : 1 	20 days
Redwood City, CA	90 / 49	2 : 1 	22 days

Top Posted Occupations

	Total/Unique (May 2025 - May 2026)	Posting Intensity	Median Posting Duration
Paralegals and Legal Assistants	2,782 / 1,517	2 : 1 	23 days
Lawyers	2,113 / 1,037	2 : 1 	22 days
Legal Secretaries and Administrative Assistants	641 / 345	2 : 1 	28 days
Legal Support Workers, All Other	312 / 150	2 : 1 	22 days
Court, Municipal, and License Clerks	442 / 142	3 : 1 	27 days
Judicial Law Clerks	188 / 89	2 : 1 	32 days
Probation Officers and Correctional Treatment Specialists	126 / 60	2 : 1 	22 days
Judges, Magistrate Judges, and Magistrates	36 / 20	2 : 1 	20 days

Top Posted Occupations

Occupation (O*NET)	Total/Unique (May 2025 - May 2026)	Posting Intensity	Median Posting Duration
Paralegals and Legal Assistants	2,782 / 1,517	2 : 1 	23 days
Lawyers	2,113 / 1,037	2 : 1 	22 days
Legal Secretaries and Administrative Assistants	641 / 345	2 : 1 	28 days
Legal Support Workers, All Other	312 / 150	2 : 1 	22 days
Court, Municipal, and License Clerks	442 / 142	3 : 1 	27 days
Judicial Law Clerks	188 / 89	2 : 1 	32 days
Probation Officers and Correctional Treatment Specialists	126 / 60	2 : 1 	22 days
Judges, Magistrate Judges, and Magistrates	36 / 20	2 : 1 	20 days

Top Posted Occupations

Occupation	Total/Unique (May 2025 - May 2026)	Posting Intensity	Median Posting Duration
Paralegal / Legal Assistant	2,561 / 1,378	2 : 1 	23 days
Lawyer	2,111 / 1,036	2 : 1 	22 days
Legal Secretary	641 / 345	2 : 1 	28 days
Legal Support Specialist	312 / 150	2 : 1 	22 days
Municipal / License / Court Clerk	442 / 142	3 : 1 	27 days
Researcher / Research Associate	223 / 140	2 : 1 	23 days
Law Clerk	188 / 89	2 : 1 	32 days
Probation Officer / Correctional Treatment Specialist	126 / 60	2 : 1 	22 days
Judge	36 / 20	2 : 1 	20 days

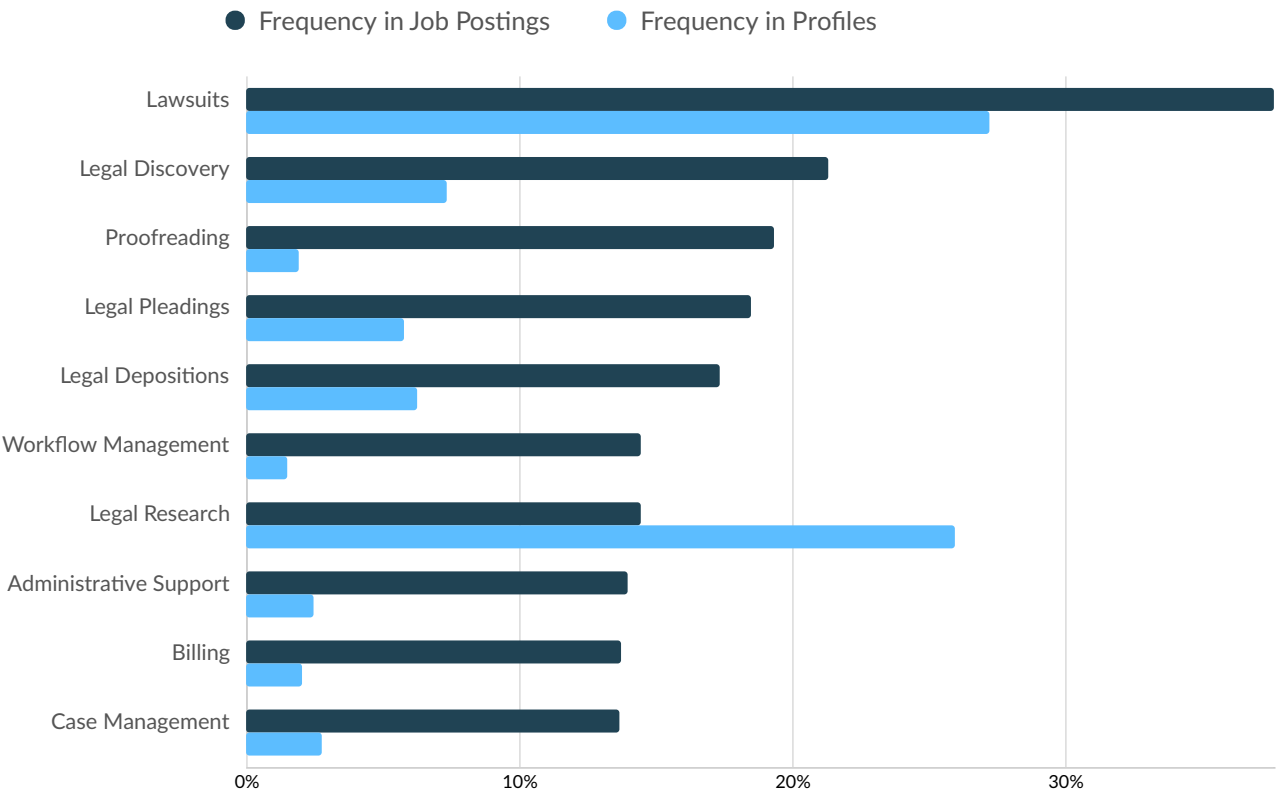
Top Posted Job Titles

	Total/Unique (May 2025 - May 2026)	Posting Intensity	Median Posting Duration
Paralegals	387 / 222	2 : 1 	26 days
Litigation Paralegals	346 / 190	2 : 1 	27 days
Legal Assistants	276 / 149	2 : 1 	24 days
Legal Secretaries	217 / 121	2 : 1 	24 days
Corporate Paralegals	187 / 97	2 : 1 	32 days
Legal Administrative Assistants	203 / 76	3 : 1 	22 days
Multifamily Project Managers	74 / 55	1 : 1 	16 days
Litigation Secretaries	83 / 47	2 : 1 	24 days
Litigation Legal Secretaries	84 / 47	2 : 1 	27 days
Family Partners	82 / 40	2 : 1 	25 days

Top Industries

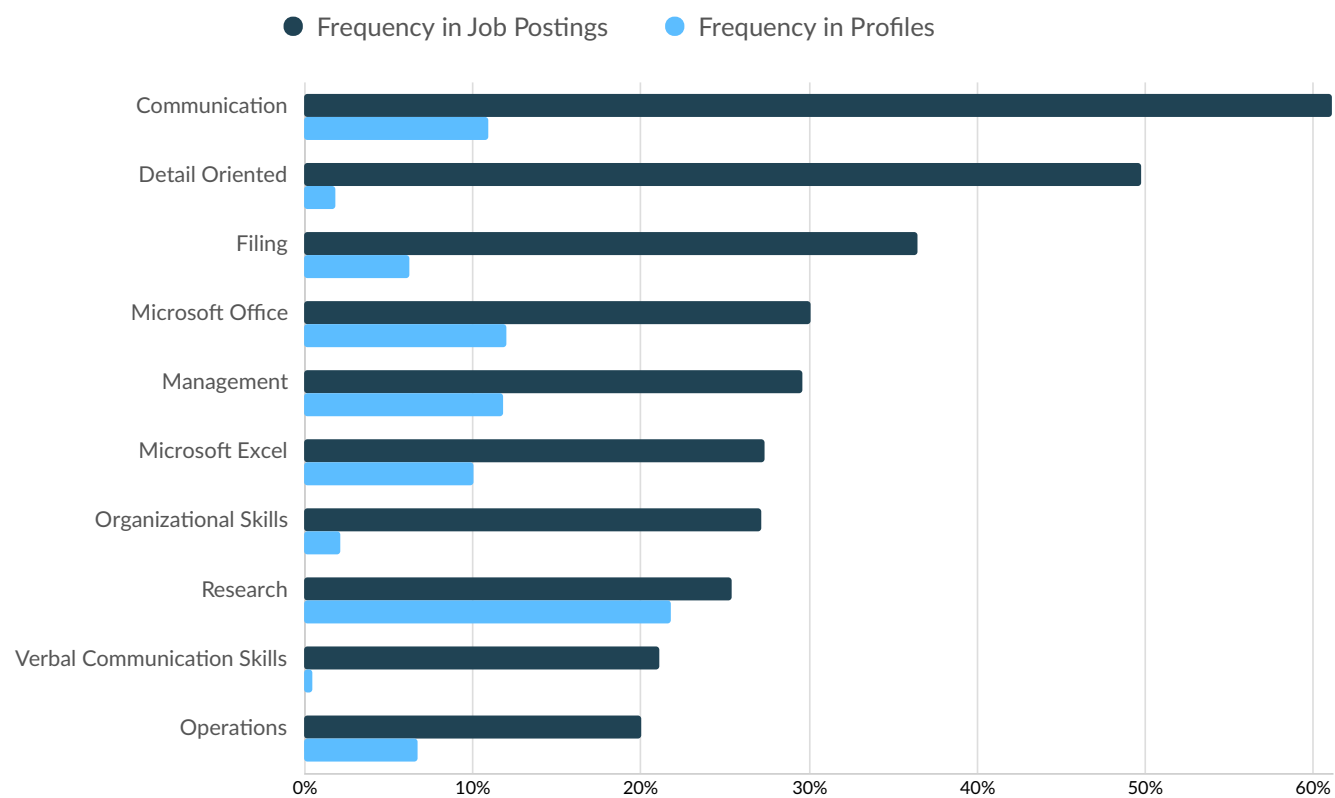
	Total/Unique (May 2025 - May 2026)	Posting Intensity	Median Posting Duration
Offices of Lawyers	1,309 / 707	2 : 1 	31 days
Employment Placement Agencies	873 / 539	2 : 1 	17 days
Temporary Help Services	103 / 76	1 : 1 	31 days
Colleges, Universities, and Professional Schools	187 / 65	3 : 1 	31 days
Graphic Design Services	145 / 59	2 : 1 	26 days
Lessors of Residential Buildings and Dwellings	228 / 45	5 : 1 	38 days
Offices of Certified Public Accountants	89 / 42	2 : 1 	18 days
Pharmaceutical Preparation Manufacturing	126 / 41	3 : 1 	24 days
Executive Search Services	55 / 41	1 : 1 	7 days
Insurance Agencies and Brokerages	54 / 38	1 : 1 	16 days

Top Specialized Skills



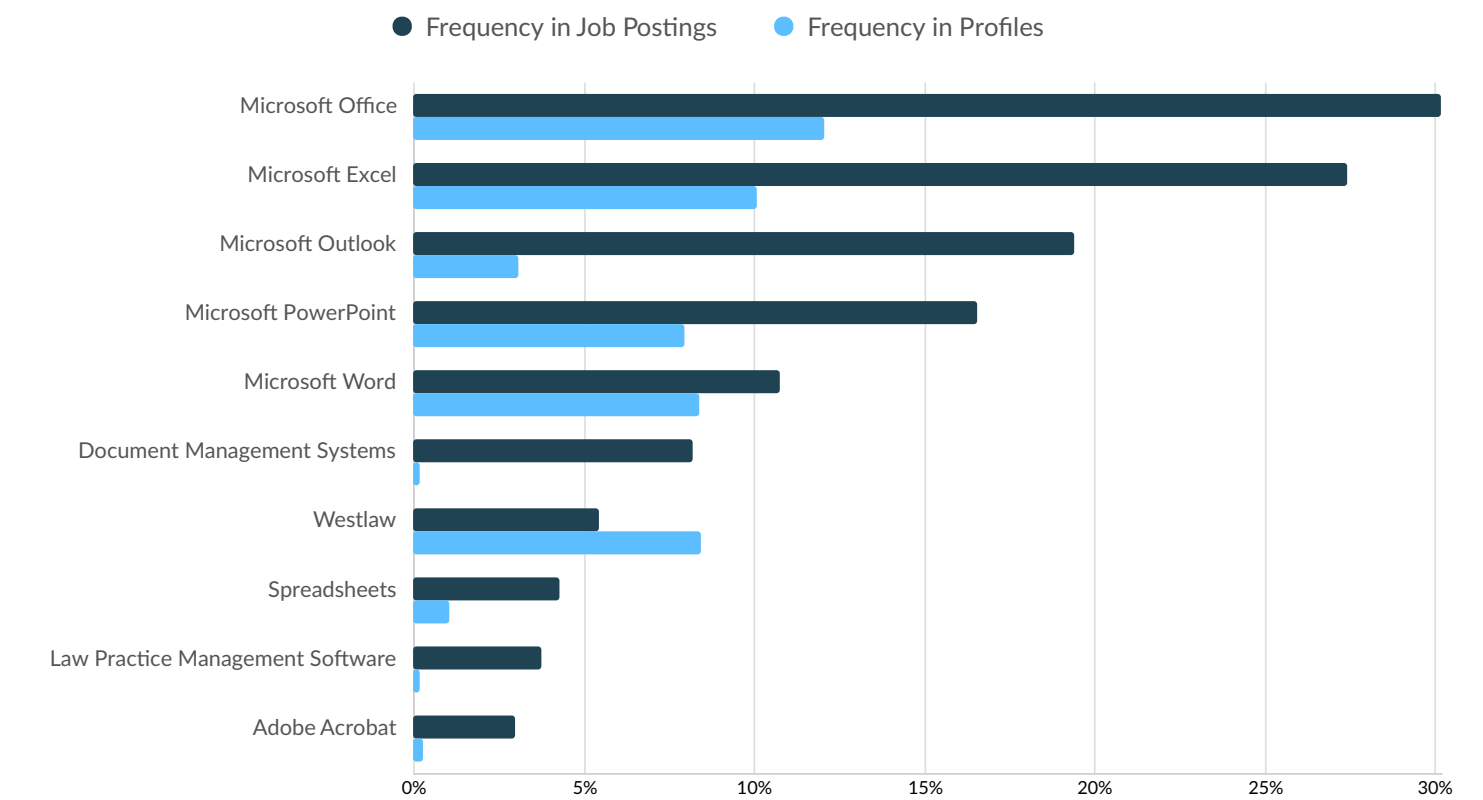
	Postings	% of Total Postings	Profiles	% of Total Profiles	Projected Skill Growth	Skill Growth Relative to Market
Lawsuits	1,265	38%	15,258	27%	+21.1%	Rapidly Growing
Legal Discovery	717	21%	4,121	7%	+14.6%	Growing
Proofreading	650	19%	1,072	2%	+16.2%	Growing
Legal Pleadings	622	19%	3,233	6%	+12.0%	Growing
Legal Depositions	582	17%	3,524	6%	+14.7%	Growing
Workflow Management	486	14%	855	2%	+16.4%	Growing
Legal Research	486	14%	14,545	26%	+11.3%	Growing
Administrative Support	469	14%	1,401	2%	+17.3%	Rapidly Growing
Billing	461	14%	1,145	2%	+17.8%	Rapidly Growing
Case Management	459	14%	1,553	3%	+10.4%	Growing

Top Common Skills



	Postings	% of Total Postings	Profiles	% of Total Profiles	Projected Skill Growth	Skill Growth Relative to Market
Communication	2,055	61%	6,153	11%	+8.5%	Stable
Detail Oriented	1,672	50%	1,033	2%	+8.2%	Stable
Filing	1,226	36%	3,527	6%	+18.1%	Rapidly Growing
Microsoft Office	1,014	30%	6,774	12%	+16.9%	Growing
Management	996	30%	6,654	12%	+5.7%	Stable
Microsoft Excel	921	27%	5,656	10%	+14.8%	Growing
Organizational Skills	915	27%	1,232	2%	+13.3%	Growing
Research	856	25%	12,254	22%	+14.3%	Growing
Verbal Communication Skills	711	21%	270	0%	+4.3%	Stable
Operations	674	20%	3,773	7%	+8.8%	Stable

Top Software Skills



	Postings	% of Total Postings	Profiles	% of Total Profiles	Projected Skill Growth	Skill Growth Relative to Market
Microsoft Office	1,014	30%	6,774	12%	+16.9%	Growing
Microsoft Excel	921	27%	5,656	10%	+14.8%	Growing
Microsoft Outlook	652	19%	1,729	3%	+22.2%	Rapidly Growing
Microsoft PowerPoint	557	17%	4,463	8%	+19.9%	Rapidly Growing
Microsoft Word	361	11%	4,717	8%	+6.8%	Stable
Document Management Systems	276	8%	109	0%	+12.2%	Growing
Westlaw	184	5%	4,732	8%	+10.4%	Growing
Spreadsheets	145	4%	589	1%	+15.6%	Growing
Law Practice Management Software	127	4%	95	0%	+18.5%	Rapidly Growing
Adobe Acrobat	101	3%	159	0%	+6.9%	Stable

Top Qualifications

	Postings with Qualification
State Bar Membership	230
Valid Driver's License	141
Master Of Business Administration (MBA)	65
Certified Patient Care Technician (CPCT)	39
Certified Public Accountant	28
Certified Financial Planner	26
FINRA Series 7 (General Securities Representative)	26
Chartered Financial Analyst	25
FINRA Series 66 (Uniform Combined State Law)	15
Tax Credit Specialist	10

Top Advertised Benefits

	Total/Unique (May 2025 - May 2026)	Posting Intensity	Median Posting Duration
Insurance	3,006 / 1,556	2 : 1 	27 days
Retirement and Savings	2,825 / 1,456	2 : 1 	27 days
Paid Leave	2,600 / 1,386	2 : 1 	27 days
Education and Career Development	1,207 / 580	2 : 1 	29 days
Other Benefits	925 / 458	2 : 1 	28 days
Health and Wellness Benefits	884 / 448	2 : 1 	30 days
Supplemental Pay	793 / 381	2 : 1 	29 days
Work-Life Balance	672 / 351	2 : 1 	30 days

Appendix A

Top Posting Sources

Website	Postings on Website (May 2025 - May 2026)
simplyhired.com	1,395
indeed.com	762
disabledperson.com	497
diversityjobs.com	306
dejobs.org	266
glassdoor.com	189
justia.jobs	188
myworkdayjobs.com	165
craigslist.org	102
gobiglaw.com	102
governmentjobs.com	63
goinhouse.com	51
careersingovernment.com	50
hercjobs.org	36
fairygodboss.com	34
gr8jobs.net	34
icims.com	34
jobserve.com	32
paycomonline.net	32
oraclecloud.com	29
efinancialcareers.com	27
findojobs.us	27
talentally.com	27
appleone.com	26
greenhouse.io	25

Appendix B

Sample Postings

Desk Clerks — Hope Solutions in San Pablo, CA (May 2026 - Active)

Desk Clerk	
Link to Live Job Posting: hopesolutions.bamboohr.com	
Location: San Pablo, CA	O*NET: 43-4031.00
Company: Hope Solutions	Job Title: Desk Clerks
Desk Clerk Hope Solutions - 5.0 San Pablo, CA Job Details Per diem \$22 an hour 3 hours ago Benefits Paid holidays Dental insurance Work from home Employee assistance program 403(b) Life insurance Qualifications Driver's License Full Job Description Desk Clerk ABOUT US Founded in 1991, Hope Solutions, formerly Contra Costa Interfaith Housing, is a vibrant and socially responsive non-profit agency that provides permanent housing and vital support services to over 2,000 homeless or at-risk families and individuals in Contra Costa County. Over 40 faith-based communities support our work, although there are no religious requirements or affiliations to receive services. Are you seeking a new role that fully utilizes your talents and potential—while helping to make the world a better place? If so, please read on! What are you passionate about? At Hope Solutions— we envision a world in which everyone has a place to call home and the support of a strong community so that they can live with dignity and reach their full potential . We strive to be inclusive and responsive to community needs. We are committed to excellence and accomplish our work with integrity, respect, compassion , and humility. Hope Solution's mission is to heal the effects of poverty and homelessness by providing permanent housing and vital support services to highly vulnerable families and individuals. Could our mission be your mission? Learn more about us @ hopesolutions.org TEAM SNAPSHOT We're adding to our team of passionate folks—who are on a mission to help make the lives of others better—through services and support that lead to a higher quality of life for our clients. We'd like to learn more about you—apply for the role! What's our team like? Here's a snapshot of some of the folks at Hope Solutions who help advance our vision to achieve—secure housing and the dignity of self-sufficiency for the homeless and at-risk families and individuals in Contra Costa County. A FEW OF US... Deanne—Chief Executive Officer— Resides with her husband and three children. Enjoys hiking, camping, reading, cooking, and cheering at her kids' games. Alex—Chief Operating Officer— Lives with his wife, son, and dog (and loves when the grandkids visit!). MSW and macro social worker who enjoys reading, baseball (Go Giants!), cooking, hiking, jazz, and family time. Christina—Chief Financial Officer— Resides with her husband, son, two daughters, and their dog. MPA, Non-Profit Graduate Certificate, and 20+ years in finance; enjoys traveling and family time. Beth—Director of Clinical and Support Services— Resides with her sister and son. Licensed psychologist with 30+ years working with children and families; enjoys singing, cooking, gardening, and traveling. Bill—Vice President of Programs— Resides with his partner. Licensed Marriage and Family Therapist with 25+ years' experience working with underserved populations, specialized training in somatic psychotherapy and end-of-life care; enjoys reading, gardening, and meditation. Cayla—Director of Evaluation & Learning — Resides with her husband and children. MBA in Business Analytics that thrives on spreadsheet analysis, dashboard creation, and reading. Debbie—Director of Development & External Relations— Resides with her husband, two teenagers, and a rescue mutt. Leads external relations and development with 20+ years in marketing and communications. Dominick—Director of Re-Entry Housing & Services— A fourth-generation San Francisco native and father of four, holds a B.S. in Criminal Justice and an M.A. in Leadership. In his free time, he enjoys music, travel, nature, cooking, and quarterly wine trips. Jennifer—Vice President of Strategy & Development— A California native, she spends her time with her loved ones hiking and exploring the region's coffee shops, farmer's markets, and festivals. She likes reading adventure novels and leadership books, as well as playing new board games and video games, and loves a good conversation. Kristina—Director of Human Resources— With over 20 years of	

experience in HR, leadership, people management, and operations, she holds a Bachelor of Business Administration and is a

SHRM-SCP

certified professional. A Bay Area native and proud foodie, she lives with her child and enjoys spending time with her family, cycling, hiking, and keeping life light with laughter and fun. Mashal—Director of Housing & Support Services— Resides in the Bay Area. Daughter of Afghan refugees; enjoys weekends with her son, concerts, reading, and Sonoma Coast drives; former Program Manager for housing and care for chronically homeless adults with

AIDS/HIV

; co-chair for Hope Solutions' CARE Committee and board member. Rena —Director of Finance— Born and raised in Contra Costa County - California CPA with a dual degree in Accounting and Sociology from the University of Notre Dame (Go Irish!). Enjoys cooking, hosting dinner parties and hiking with her husband and two daughters. Tanya—Director of Rapid Re-Housing & Navigation— Resides with her husband, daughter, and two sons. Master's in Counseling Psychology with 15+ years serving underserved populations; enjoys music, comedy, movies, exercising, and basketball.

WHO WE ARE LOOKING FOR

As an On-Call (Per Diem) Desk Clerk under the guidance of the Assistant Manager, you will play a pivotal role in maintaining smooth operations within an affordable housing facility. Your responsibilities will include welcoming residents and guests, managing check-ins and check-outs, handling inquiries, and providing exceptional customer service. Additionally, you will assist in maintaining accurate records, coordinating with other staff members to ensure efficient communication, and promptly addressing any issues or concerns. Your attention to detail, friendly demeanor, and ability to multitask will contribute to creating a positive and welcoming environment for all residents and visitors.

Supervisory Responsibility :

None

WHAT WILL YOU DO

Resident Support:

Maintain familiarity with all residents of El Portal Place. Collaborate closely with all supportive staff connected to residents to support residents to overcome issues that may place them at risk for eviction, including but not limited to: behavioral issues, mental health problems, or physical limitations that affect their ability to abide by lease agreements/rules of residency. Encourage all residents to take advantage of the services and programs available to them. Maintain awareness of culturally diverse consumer populations and perform duties with a trauma-informed approach and attention to residents' cultural needs.

Facility & Visitor Management:

Keep an accurate log of all visitors to the building by recording names and assuring visitors sign in and out. Answer telephones and take accurate messages. Convey accurate information to team members and/or appropriate authorities, as necessary. Conduct patrols of the building according to a schedule outlined by the Assistant Manager and other supervisory staff. Ensure that doors and gates are closed and locked. Respond to emergency situations by calling the appropriate emergency service (i.e., police, fire department, ambulance, paramedics). Enforce building policies and house rules. Keep lobby areas clean and neat. Monitor parking areas and enforce the policy. Inform the Assistant Manager, team members, and/or on-call Property Manager of any unusual activity in a timely manner. Enforce the complex's no-loitering policy. Manage resident complaints and issues. Perform other related duties that the Assistant Manager and other supervisory staff may request.

Cultural Responsiveness:

Awareness of and aptitude to understand, respect, and adapt to cultural and identity-based differences within group environments appropriately and effectively. Experience fostering and reinforcing an environment that values unique experiences, cultures, personal humility, authenticity, backgrounds, and goals. Participate in and complete our new employee onboarding process, which includes reading and discussing a short chapter in the book, *The Color of Law*.

Organizational/Administrative Responsibilities:

Professionally represent Hope Solutions in all circumstances. Comply with policies, procedures, standards of practice, and outcome requirements for the program. Comply with all legal/ethical professional guidelines for maintaining consumer confidentiality, adhering to HIPAA guidelines, protecting consumer rights, advocating on clients' behalf, and assuring consumer safety. Comply with all local, state, and federal regulations as well as with Hope Solutions policies and procedures. Maintain knowledge of and compliance with Fair Housing regulations. Update the Assistant Manager, Property & Support Services Manager, Director of Property & Support Services, and the Finance department on financial matters regarding monies received and spent for maintenance, repair/rehabilitation, insurance claims, and reports. Attend all required meetings, including but not limited to Solutions staff meetings, Team meetings, consumer case conferences, and required training. Attend program development meetings as required. Interface and integrate efficiently with Hope Solutions management, service providers, and residents. Complete required personnel-related paperwork and complete expenditure reports for food supplies, petty cash expenses, and/or mileage in a timely and accurate manner. On-call, after-hours, and backup work will be required. Other duties as assigned.

Work Location Classification:

Site-Based:

Work is primarily performed at an assigned Hope Solutions location, with an on-site presence as the standard expectation to support program operations, clients, and team collaboration. This classification applies to GPA, East County, Hacienda, Lakeside, Pomona, El Portal Place, and key roles at Taylor Office such as the Operations Manager and their direct reports. Work from home must be approved in advance by the Program Director or Manager. Written approval (email) is required. All new program employees are expected to work on-site for the first 90 calendar days. Any exception requires approval from the Program Director or Manager. Client-facing work may occur on-site or in the field, depending on the role and program needs, and may include appointments, sessions, engagements, support services, client-present coordination of community resources/services, and other direct service activities. This expectation may flex to accommodate operational needs, client availability, safety concerns, or urgent program priorities while still meeting performance expectations. When requesting to work from home, the employee must make the request to their direct supervisor in advance. The request must include the requested date/hours, business reasons, and a work plan for the day. For urgent same-day situations, the employee must notify leadership as early as possible and follow directions regarding work-from-home approval, schedule adjustment, or use of leave time. When approved to work from home, employees must maintain confidentiality, work from a professional/private environment, complete assigned tasks and documentation on time, and track time accurately.

Position Qualifications:

Knowledge of and belief in "Housing First" philosophy and strategies. Passion for and demonstrated experience successfully supporting vulnerable populations, especially homeless individuals with mental disabilities. Experience with and/or interest in handling light maintenance skills is strongly preferred. AA or AS degree in a field applicable to property/facility management and/or a high school diploma plus a minimum of 3 years' experience in property/facility management. Bi-lingual in English/Spanish is a plus. Outstanding written and verbal communication skills. Computer proficiency in the use of Microsoft and database applications. Must have an operational vehicle, auto insurance, valid California driver's license, and be willing to drive for work. Must pass LiveScan screening and TB test. Salary contingent upon skill and experience.

Physical Qualifications:

Must be able to walk, climb stairs, and enter/exit the facility to manage the premises. Must be able to work in a desk setting for up to 8 hours at a time to manage resident and visitor traffic in and out of the premises. Office setting activities are required, such as reading the fine print on documents and/or visitor identification, monitoring security cameras, typing on a laptop/computer to respond to emails, entering case

notes into a database, and copying/faxing forms and documents on a copy machine. Occasionally must be able to lift and carry objects weighing up to 25 pounds, including files, holiday gifts, and food donations. Ability to drive an automobile and transport oneself, including driving at night.

Compensation & Benefits:

Flexible, dynamic work environment. 100% premium paid for employee Kaiser health and dental care. Matched 403b retirement savings. 11 paid holidays, plus 3 floating holidays. Ability to accrue 2-4 weeks' vacation depending on tenure. Life insurance and Employee Assistance Program. We are an equal-opportunity employer. If you're a good fit, we want to meet you! Please be advised that we are unable to provide sponsorship for this position. The nature of the work at Hope Solutions does not qualify us to support sponsorship. Only candidates authorized to work in the USA without the need for sponsorship will be considered.

Legal Secretary	
Link to Live Job Posting: Posting is no longer active	
Location: Oakland, CA	O*NET: 43-6012.00
Company: Fagen Friedman & Fulfroost Llp	Job Title: Legal Secretaries
Legal Secretary Fagen Friedman & Fulfroost LLP - 3.5 Oakland, CA Job Details \$38.47 - \$50.49 an hour 1 day ago Benefits Travel reimbursement Profit sharing Health insurance 401(k) Qualifications Filing court documents Expense management Content editing Mid-level 3 years High school diploma or GED Litigation iManage Productivity software Appointment scheduling Associate's degree Travel scheduling File organization Time management Full Job Description Join F3 Law: Legal Secretary -Oakland Fagen Friedman & Fulfroost LLP, California's leading education law firm, seeks a legal secretary to join a collegial team of results-oriented practitioners in our Oakland Office. OVERVIEW The Legal Secretary will provide legal and administrative support to multiple attorneys. This essential, highly responsible, and accountable position requires the individual to work independently, anticipate needs, be proactive, maintain confidentiality, and demonstrate professionalism. The successful candidate must deliver excellent work and superior service to the Firm and the Firm's clients. The candidate must also possess strong organizational and time management skills, communicate effectively, and be flexible as demands and priorities change. REQUIRED duties and experience include: File management and document production Extensive experience with e-filing in administrative, state, and federal courts Draft, proofread, and edit correspondence Client interaction/communication with clients, courts, and attorneys Knowledge of court rules and civil procedures in State and Federal jurisdictions Legal calendaring via Juralaw and other electronic court rule programs Management of multiple calendars, appointments, and travel arrangements Preparation of travel/expense reimbursements QUALIFICATIONS High school diploma or GED; Associates/ Bachelor's degree preferred In-depth knowledge of Microsoft Office Suite, Coyote timekeeping, and DMS (iManage) or similar software A minimum of THREE (3) years of experience as a litigation secretary working with multiple attorneys; transactional law and administrative hearing knowledge is a plus COMPENSATION & BENEFITS Salary : Hourly wage ranges from \$38.47 to \$50.49, based on experience.	

Benefits :

F3 Law provides a supportive and intellectually engaging work environment, comprehensive health insurance benefits, and a 401(k) plan with profit-sharing contributions.

DIVERSITY, EQUITY, AND INCLUSION F3

Law is an equal opportunity employer committed to reflecting the rich diversity of California's six million+ students. We foster an inclusive workplace where differences in race, age, gender identity, sexual orientation, socioeconomic status, religion, physical and mental ability, and language are respected and celebrated. Application Process To apply, please submit the following documents: Employment Application Cover Letter Resume Location 70 Washington St # 205 Oakland, CA 94607 At F3 Law, we make a meaningful impact on California's educational institutions and the communities they serve. Apply today!

Hybrid Family Partner Marin & Sonoma County	
Link to Live Job Posting: Posting is no longer active	
Location: San Rafael, CA	O*NET: 23-1011.00
Company: Seneca Family Of Agencies	Job Title: Family Partners
Hybrid Family Partner Marin & Sonoma County 4.0 4.0 out of 5 stars San Rafael, CA 94903 Hybrid work \$26.22 - \$28.72 an hour - Full-time	
SENECA FAMILY OF AGENCIES 210	
reviews \$26.22 - \$28.72 an hour - Full-time Are you parent that felt overwhelmed navigating mental health services and resources for you child? Would you like to help other parents navigating those services for the first time? If so, we encourage you to join our multi-disciplinary team today! As a Family Partner you will turn your lived experience into meaningful impact. In this role, you will stand besides families as they navigate their own paths, offering compassionate support rooted in understanding, empathy, and shared experience. Your insight will help parents feel seen, heard, and empowered; helping them in staying connected and engaged in the Wraparound process, encouraging them to advocate for their needs and trust their own voice. This position offers rewarding, hands-on work primarily in Marin & Sonoma County , with most services provided in person and the flexibility to complete some responsibilities remotely.	
ABOUT KAISER WRAPAROUND	
This Kaiser Wraparound Program is a partnership between Kaiser Permanente and Seneca Family of Agencies, providing behaviorally focused mental health services to children and families. The program aims to provide children and their families with the support and services they need for children to maintain the lowest level of care possible and avoid out of home placements (group homes, juvenile hall, and hospitalization).	
ABOUT SENECA	
Seneca Family of Agencies has been nominated among the Bay Area's Top Workplaces for several consecutive years. We're committed to providing traditionally marginalized communities with a network of excellent mental health, community-based, and educational services. We are committed to building a diverse staff. Our programs deeply engage in conversations and training on Diversity, Equity, and Inclusion to bring equity and justice to the youth and families we serve.	
RESPONSIBILITIES	
Offer guidance, expertise, and support to youth, families, and natural supports in both one-on-one and group settings Build trust and rapport through high-level engagement and alignment skills with youth, families, and collateral supports Serve as a collaborative advocate, helping youth and caregivers understand perspectives of team members and navigate county systems Utilize community resources and mental health services to establish and connect youth and families to a safety network Provide coaching and support for safety planning, self-control plans, and self-care plans Engage in mental health awareness activities and participate in peer forums, including public speaking engagements Participate in weekly supervision/mentorship sessions Maintain accurate documentation including mental health notes, timesheets, expense reports, and mileage records Employ crisis communication and de-escalation techniques if necessary	
QUALIFICATIONS REQUIRED	
Personal lived experience raising your own child or being the legal guardian of a child who has been the recipient of adolescent mental health services High school diploma/GED Flexible schedule with ability to work evenings and weekends as needed Be part of a rotating emergency on-call system, scheduled with supervisor ahead of time Valid driver's license, clean driving record, and insurability through Seneca Family of	

on-call system, scheduled with supervisor ahead of time valid driver's license, clean driving record, and insurability through Seneca Family of Agencies' insurance policy TB test clearance, fingerprinting clearance, and any other state/federal licensing or certification requirements

PREFERRED

An Associate or Bachelor's degree Bilingual Spanish skill set Knowledge of local mental health and community-based resources

SCHEDULE

Full-time; Monday - Friday, 9am - 5:30pm Hybrid; provide in-person services & complete documentation remotely On-call; scheduled ahead of time with supervisor

BENEFITS

Starting at \$26.22 - \$28.72 per hour, commensurate with experience Additional compensation provided upon passing bilingual language proficiency exam Salary increases each year Mileage reimbursement Stipends provided to staff members participating in the emergency on-call shifts 5 weeks of Paid Time off and 11 Paid Holidays Comprehensive benefits package: Medical, dental, vision, chiropractic, acupuncture, fertility coverage Long-term disability, family leave, and life insurance 50% paid premiums for dependents 403b Retirement Plan Employer-paid Employee Assistance Plan Seneca is a Public Service Loan Forgiveness certified employer Promotional opportunities across the agency in California and Washington

Hybrid Family Partner - Santa Clara

Link to Live Job Posting: Posting is no longer active

Location: San Jose, CA

O*NET: 23-1011.00

Company: Seneca Family Of Agencies

Job Title: Family Partners

Do you have lived experience raising your own child or being the legal guardian of a child that has received adolescent mental health services? We invite you to join the Kaiser Wrap team that's supporting youth and families, building relationships, and making a positive impact in the community! As a Family Partner, you will play a vital role in empowering families—especially parents and caregivers—to confidently participate in treatment planning and decision-making. By drawing on your lived experience as a consumer of mental health services, you will foster trust and meaningful connections through strong engagement and relationship-building skills. In this collaborative advocacy role, you will support caregivers in navigating county systems, amplify their voices, and help bridge understanding among team members. This position offers rewarding, hands-on work primarily in Santa Clara County, with most services provided in person and the flexibility to complete some responsibilities remotely.

ABOUT KAISER WRAPAROUND

This Kaiser Wraparound Program is a partnership between Kaiser Permanente and Seneca Family of Agencies, providing behaviorally focused mental health services to children and families. The program aims to provide children and their families with the support and services they need for children to maintain the lowest level of care possible and avoid out of home placements (group homes, juvenile hall, and hospitalization).

ABOUT SENECA

Seneca Family of Agencies has been nominated among the Bay Area's Top Workplaces for several consecutive years. We're committed to providing traditionally marginalized communities with a network of excellent mental health, community-based, and educational services. We are committed to building a diverse staff. Our programs deeply engage in conversations and training on Diversity, Equity, and Inclusion to bring equity and justice to the youth and families we serve.

RESPONSIBILITIES

Offer guidance, expertise, and support to youth, families, and natural supports in both one-on-one and group settings Build trust and rapport through high-level engagement and alignment skills with youth, families, and collateral supports Serve as a collaborative advocate, helping youth and caregivers understand perspectives of team members and navigate county systems Utilize community resources and mental health services to establish and connect youth and families to a safety network Provide coaching and support for safety planning, self-control plans, and self-care plans Engage in mental health awareness activities and participate in peer forums, including public speaking engagements Participate in weekly supervision/mentorship sessions Maintain accurate documentation including mental health notes, timesheets, expense reports, and mileage records Employ crisis communication and de-escalation techniques if necessary

QUALIFICATIONS REQUIRED

Personal lived experience raising your own child or being the legal guardian of a child who has been the recipient of adolescent mental health services High school diploma/GED Flexible schedule with ability to work evenings and weekends as needed Be part of a rotating emergency on-call system, scheduled with supervisor ahead of time Valid driver's license, clean driving record, and insurability through Seneca Family of Agencies' insurance policy TB test clearance, fingerprinting clearance, and any other state/federal licensing or certification requirements

PREFERRED

An Associate or Bachelor's degree Knowledge of local mental health and community-based resources Bilingual Spanish skill set

SCHEDULE

Option 1: 40hrs per week Monday

- Friday, 9am
- 5:30pm Option 2: 32hrs per week Tuesday
- Friday 9am
- 5:30pm OR Monday
- Thursday 9am
- 5:30pm Hybrid; provide in-person services & complete documentation remotely On-call; scheduled ahead of time with supervisor

BENEFITS

Starting at \$27.32

- \$29.

82 per hour, commensurate with experience Additional compensation provided upon passing bilingual language proficiency exam Salary increases each year Mileage reimbursement Stipends provided to staff members participating in the emergency on-call shifts 5 weeks of Paid Time off and 11 Paid Holidays Comprehensive benefits package: Medical, dental, vision, chiropractic, acupuncture, fertility coverage Long-term disability, family leave, and life insurance 50% paid premiums for dependents 403b Retirement Plan Employer-paid Employee Assistance Plan Seneca is a Public Service Loan Forgiveness certified employer Promotional opportunities across the agency in California and Washington

OR Assistant Manager	
Link to Live Job Posting: Posting is no longer active	
Location: San Francisco, CA	O*NET: 21-1092.00
Company: San Francisco Pretrial Diversion Project	Job Title: Assistant Managers
OR Assistant Manager San Francisco Pretrial Diversion Project - 3.2 San Francisco, CA Job Details \$80,000 - \$90,000 a year 1 day ago Qualifications Computer operation Google Workspace Stakeholder engagement Phone communication Computer literacy Writing skills Staff scheduling Bachelor's degree in psychology Associate's degree in psychology Collaborating with government agencies Mid-level Sociology Criminal Justice High school diploma or GED Policy & process development Associate's degree in criminal justice Bachelor's degree Team management Psychology Organizational skills Productivity software Training & development Bachelor's degree in criminal justice Delegation Technical Proficiency Overseeing training Under 1 year Stakeholder management Performance evaluation Full Job Description Position Title: Assistant Manager, OR Location: San Francisco Department: Own Recognizance (OR) FLSA Status: Exempt Reports To: OR Manager Revision Date: March 2022 ABOUT US The pretrial stage is a critical juncture in the larger criminal justice process; whether or not someone gets out of custody after arrest is a major determinant of the ultimate outcome of the case, as those who remain in jail are more likely to face a conviction than those who are released. In addition, the presumption of innocence and constitutional protections against excessive bail are two of our most foundational legal principles. Despite these facts, and against the backdrop of mass incarceration nationwide, jail populations in San Francisco and across the country are disproportionately composed of pretrial individuals. We work to address this critical issue by providing alternatives to pretrial incarceration. By doing so, the San Francisco Pretrial Diversion Project does its part to prevent unjust harm and unnecessary incarceration. Rather than languishing behind bars, newly arrested people can be released to our services to receive care, support, case management, and referrals to outside treatment providers. Our services are diverse and wide-ranging in recognition of the many needs that justice-involved people may have. Further, San Francisco has been the seat of new bail reform initiatives in California, which has afforded us the opportunity to continue to grow and build on our 45 years of experience overseeing pretrial services in the City and County. SUMMARY The Assistant OR Manager primary responsibility is to provide support to the OR Manager to effectively supervise and manage the department. The Own Recognizance "OR" team facilitates the probable cause determination and release of eligible pretrial defendants through the dissemination of criminal history summaries, incident reports, and risk assessment findings to judicial staff. This department is responsible for gathering relevant client documentation, screening jail bookings for eligibility determination, and completing the Public Safety Assessment (PSA) through the summarization of records of arrest and prosecution. The Own Recognizance department will monitor clients requiring no or minimum supervision through the use of court reminders, phone check-ins, and progress reports. Lastly, the department serves as a point of contact for criminal justice stakeholders, external partners, and attorneys.	

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assist and provide backup support to supervised staff in the completion of their duties Able to provide additional oversight or coverage for daily operations of the program when needed; Coordinate trainings either through the Training and Development department or assignment of PRS2 shadowing; Delegate work duties or assignment; Schedule adequate coverage of the department when staff are out sick or on PTO; Regularly review, audit and provide feedback to PRS1 and PRS2 work product; Serve as liaison between the duty judge and local law enforcement agencies in requests for own recognizance release; Serve as a resource to SF Pretrial colleagues by assisting to clarify or investigate specific court instructions or issues on case matters; Problem-solve as situations arise, including communicating with necessary stakeholders and using independent discretion and judgment to find solutions; Regularly exercise independent discretion and judgment; Perform employee evaluations; Help develop or update new or existing program policies Perform other duties as directed, developed or assigned.

SUPERVISORY RESPONSIBILITY

Pretrial Release Specialist I and Pretrial Release Specialist

II QUALIFICATION REQUIREMENTS

Vaccination Requirement:

San Francisco Pretrial requires all employees to be working on-site, fully vaccinated, with booster shot, and in continuous CDC compliance against

COVID-19.

Applicants are required to submit proof of vaccination prior to beginning employment, and ongoing as requested. In accordance with the law, San Francisco Pretrial will accommodate employees who cannot be administered the

COVID-19

vaccine for medical or religious reasons, and applicants should contact our HR department if they have questions about this requirement or wish to request an accommodation. Must secure finger image screening and semi-annual TB screening. Education and/or Experience Minimum High School Diploma; two or four year degree in Criminal Justice, Sociology or Psychology a plus. Three years previous paid work experience. Minimum 6 months experience as a Pretrial Release Specialist I with satisfactory completion of PRS II Test and RAP Summary Assessment. Knowledge of Criminal justice codes for the State of California, such as the Penal Code, Vehicle Code, Health & Safety Code and other applicable California codes is a plus. Knowledge of functions and procedures of superior courts, and of legal and human services agencies, such as Probation, Social Services, Public Defender, Police and Sheriff, including jail operations is also a plus.

Language Skills:

Read, write, and verbally communicate effectively and professionally with other employees, clients, and outside agencies. Ability to diplomatically deal with difficult situations and people, while exhibiting a consistent level of professionalism.

Technical Skills:

Strong computer skills required. Proficient in Microsoft Office suite products and Google applications.

Reasoning Ability:

Ability to think independently, to exercise independent discretion, and to solve practical problems and deal with a variety of factual situations where no specific guidelines exist. Ability to interpret a variety of instructions furnished in written, oral, report or schedule form and to exercise good judgment in applying that information.

Other Skills & Abilities:

Able to work with little or no supervision under pressure. Excellent organizational skills and attention to detail. Ability to get along with and work cooperatively with others. Background Checks and/or

Licensing Requirements:

Criminal Background check by the SF Sheriff's Department. Reference checks.

Equipment/Machinery:

Operate equipment such as, but not limited to, personal computer, calculator, fax machine, copier, phone, security system, and door locks.

PHYSICAL DEMANDS

Stand and walk or sit alternatively depending on specific needs of the day. Estimate 20% of time is spent on feet and 80% sitting at a desk. Occasional need to perform the following physical activities: bending/stooping/squatting, climbing stairs, pushing, pulling, twisting, lifting and reaching above shoulders. Constant need to perform the following physical activities: writing/typing, grasping/turning, finger dexterity. Lifting/carrying up to 10 lbs. frequently and 25 lbs. occasionally.

Vision requirements:

constant need to complete forms, read reports, view computer screens. Frequent need to see small details. Frequent need to see things clearly beyond arm's reach.

Hearing requirements:

constant need to communicate over telephone and in person.

W O R K E N V I R O N M E N T

The noise level in the work environment is usually moderate.

Appendix C - Data Sources and Calculations

Lightcast Job Postings

Job postings are collected from various sources and processed/enriched to provide information such as standardized company name, occupation, skills, and geography.

A Comparative Analysis of Labor Market Outcomes:

Associate's vs. Bachelor's Degrees in Paralegal

Job Volume and Hiring Speed

A Bachelor's degree unlocks a significantly larger job volume, though hiring urgency remains identical across both pools:

- **Job Volume:** Postings requiring a Bachelor's degree reached 3,360 unique listings, compared to just 976 for High School/Associate's roles.
- **Hiring Speed & Intensity:** Median posting durations are virtually identical—24 days for Bachelor's roles vs. 25 days for Associate's roles—with both markets exhibiting a 2:1 posting intensity.

Salary Levels

Educational attainment directly correlates with earning potential in the legal support field.

- The median advertised salary for the Bachelor's degree dataset is **\$48.12 per hour**.
- For roles targeting High School or Associate's degree minimums, the median advertised salary drops to **\$39.26 per hour**.
- This data illustrates a notable premium of nearly \$9.00 per hour for candidates who meet higher educational benchmarks, demonstrating the financial return of a Bachelor's degree in this market.

Experience Requirements

While both educational tiers heavily favor mid-level talent (2–3 years), advanced experience correlates more strongly with a Bachelor's degree:

- **0–1 Years:** 10% of Bachelor's postings (352 listings) vs. 14% of AA postings (135 listings).
- **2–3 Years:** Peak demand for both tiers, comprising 31% of Bachelor's roles (1,027 listings) and 35% of AA roles (338 listings).
- **4–6 Years:** 24% of Bachelor's postings (809 listings) vs. 20% of AA postings (192 listings).
- **7+ Years:** Represents 13% of Bachelor's listings, but drops to 8% for AA listings.

Geographic Distribution (Where the Jobs Are)

While San Francisco dominates both markets, the secondary hubs vary depending on the education level.

- **Bachelor's Level Hubs:** The top three cities for unique postings are San Francisco (1,338 postings), San Jose (321 postings), and Palo Alto (258 postings).
- **AA Level Hubs:** The top three cities shift slightly, with San Francisco leading (367 postings), followed by a tie between Oakland and San Jose (75 postings each), and Palo Alto trailing closely behind (70 postings).
- **County Breakdown:** San Francisco County, Santa Clara County, and Alameda County are the top three hiring regions for both datasets, though the absolute volume of jobs is proportionally much higher in the Bachelor's dataset.

Top Employers

The types of organizations actively recruiting legal staff also show variation based on education level.

- In the Bachelor's dataset, the top companies posting include large staffing agencies and prominent law firms like Robert Half (120 unique postings), Adams & Martin Group (69 unique postings), and Cooley LLP (59 unique postings).
- In the AA dataset, the top employers are Adams & Martin Group and the Tenderloin Neighborhood Development Corporation, each with 41 unique postings, followed by Robert Half with 28 unique postings.

Conclusion

While an Associate's degree or High School diploma offers a viable entry point into the paralegal and legal assistant profession, earning a Bachelor's degree substantially broadens the job market. Candidates with a Bachelor's degree have access to more than three times the number of job postings and command a significantly higher median hourly salary. Furthermore, a Bachelor's degree appears to unlock more advanced career opportunities and access to major tech-centric legal markets, such as San Jose and Palo Alto, at a much higher volume.