

Kahn, Soares & Conway, LLP

Job Description: Legal Assistant

Kahn, Soares and Conway, LLP is a Sacramento, California law firm whose practice focuses on environmental law, administrative law, general counsel support to various Boards and Commissions, and general civil litigation matters.

Our Firm seeks a Legal Assistant to provide a high-quality level of support for our attorneys. Candidates will be required to handle a variety of administrative and secretarial duties and should be able to thrive in a fast-paced environment. In this role, candidates will work directly with the attorneys and staff, and should have the ability to work well in a team environment. Candidates should have a minimum of 5 years of experience.

Key Responsibilities Include

- Create, format, edit, proofread, and manage Word documents, Excel spreadsheets, and PowerPoint presentations.
- Draft routine correspondence, forms, etc. under the supervision of an appropriate lawyer/professional.
- Track, organize, and process reimbursements, invoices, and check requests.
- Run conflict checks, open new client matters, and draft engagement letters.
- Coordinate mailings, deliveries, copying, and courthouse/administrative agency filings.
- Assist in managing client documents in the firm's Document Management System
- Calendar any important client deadlines in our calendaring system and Outlook.
- Perform routine filing, photocopying, scanning, compiling, indexing, and distributing of documents.
- Ensure assignments, which may be complex in nature or require high-level production, are completed in an accurate and timely manner.
- Schedule travel for attorneys, including flights, hotels and/or car rentals.
- Serve discovery requests, file and serve pleadings, set court appearances, coordinate depositions, arrange court reporter, order transcripts, obtain approval of invoices.
- Assist paralegals with preparing documents and binders for trial.
- File and record documents with the County Recorder and Secretary of State.
- Answer telephone and route phone calls to appropriate lawyer or staff member.
- Manage daily mail, scan, calendar, and route to attorneys.
- Assist with managing lawyer's calendar by scheduling appointments, depositions, meetings (external and internal), hearings, etc.

Required Knowledge, Skills and Abilities

- 5 years supporting attorneys and paralegals with litigation-related tasks.
- Advanced knowledge of Microsoft Office Suite and Adobe.
- Superb attention to detail, including grammar.
- Strong communication skills, including with attorneys, vendors, Court personnel, and clients.
- Knowledge of calendaring.
- Highly experienced with federal and state court filing procedures and requirements.

- Understanding of State and Federal Rules of Court and California Code of Civil Procedure.

In accordance with the California Pay Transparency Law, the pay range for this position is \$30.36 - \$40.48 hourly. An individual's actual compensation will depend on the individual's qualifications and experience.

Kahn, Soares & Conway, LLP offers an excellent work environment with a competitive salary and benefits. The hours for this position are 8:00 a.m. - 5:00 p.m. Monday and 8:30 a.m. – 5:00 p.m. Tuesday - Friday with a one-hour lunch break. This constitutes a 38-hour work week. Work occasionally requires more than 7.5 hours per day or 38 hours per week, which would be paid at regular, or overtime rates as required. Interested candidates should send their resume with cover letter and references to the Firm Administrator, Cindy Peterson at cpeterson@kscsacramento.com (No phone calls please).