

Legal Assistant

Krogh & Decker, LLP is a fast-paced law firm handling litigation and transactional matters. We are seeking an experienced and hard-working Legal Assistant in our Downtown Sacramento office.

The ideal candidate will possess a keen knowledge of both the California Code of Civil Procedure and the Federal Rules of Civil Procedure with respects to calendaring, anticipating deadlines, and filing requirements, in both state and federal court. The qualified candidate will be responsible for assisting attorneys with both litigation and transactional matters. With respect to civil litigation, the candidate must be familiar with preparing and filing pleadings and discovery motions; preparing and responding to discovery; and assisting the attorneys with preparing for depositions and trial. As to transactional work, the candidate will be expected to successfully file documents with the Secretary of State and maintain corporate records.

In addition, we are looking for a candidate who possesses the following skills:

- Strong attention to detail and ability to follow directions and processes closely
- Proficiency with Office Suite including: Outlook, Word, Excel, and PowerPoint
- Proficiency with Adobe Pro
- Proficiency with Mac OS
- Answering and routing incoming calls on a multi-line telephone system
- Maintaining and scheduling conference rooms and/or virtual meetings as needed
- Scanning, copying, and filing documents
- Able to run and/or deliver documents or other items as required
- Able to lift and carry file boxes up to 25 pounds
- Able to handle various projects as assigned and according to demonstrated ability

If you meet these requirements please submit your cover letter, resume, and references to lailasanousi@kroghdecker.com. Applications submitted without all the requested documents will not be reviewed.

Compensation will ultimately depend on experience. Package includes medical, dental, vision, and 401k.