

Put your career into high gear as a **Law Firm Production Clerk** at Klinedinst. We have an opening right now for a dependable, hardworking, and upbeat team member to join our imaging and records group in Sacramento. This position will be responsible for duties ranging from the Front Desk, Production, and Records. The ideal candidate to join Klinedinst Sacramento will be friendly, organized, confident, and be excited to learn and adapt. In addition, we are looking for a candidate possessing the following skills:

- Proficiency with Office Suite including: Outlook, Word, Excel, and PowerPoint
- Proficiency with Adobe Acrobat Pro
- Proficiency with converting and manipulating electronic data
- Proficiency with iManage and/or other document management systems

If you believe you have what it takes, and are interested in working in a team-based professional-services firm dedicated to the personal growth of its employees, we want to hear from you. Please visit www.klinedinstlaw.com/careers for additional information and submit your resume today to resumes@klinedinstlaw.com. Recruiters need not apply.