

## CORPORATE PARALEGAL

We have an opening for a bright, motivated and enthusiastic individual interested in joining our corporate and securities group as a paralegal. We offer an excellent work environment and the opportunity to work closely with attorneys in the firm and our senior corporate paralegal. We are a leading Sacramento law firm doing sophisticated corporate and securities work for a wide variety of clients. If you have the qualifications listed below, we'd like to hear from you.

### Benefits

Boutin Jones offers a competitive compensation and benefits package, which includes a generous 401(k) plan, a wide variety of health plans, and free parking.

### Education Requirements

Applicants must satisfy one of the following three requirements of California Business and Professions Code Section 6540(c):

(1) A certificate of completion of a paralegal program approved by the American Bar Association; or

(2) A certificate of completion of a paralegal program at, or a degree from, a postsecondary institution that requires the successful completion of a minimum of 24 semester, or equivalent, units in law-related courses and that has been accredited by a national or regional accrediting organization or approved by the Bureau for Private Postsecondary and Vocational Education; or

(3) A baccalaureate degree or an advanced degree in any subject, a minimum of one year of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding three years or who has practiced in the federal courts of this state for at least the preceding three years, and a written declaration from this attorney stating that the person is qualified to perform paralegal tasks.

### Job Requirements

- Excellent written and verbal skills
- Attention to detail
- Team oriented
- Ability to handle multiple tasks concurrently
- Proactive and self-motivated
- Positive attitude

Interested candidates should send their cover letter and resume to Patricia Ocampo at [recruiting@boutinjones.com](mailto:recruiting@boutinjones.com), using Corporate Paralegal in the subject line.