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[ArcherHall.com](http://ArcherHall.com)

**Job title: Trial Services Specialist**

Work Location: Sacramento, CA  
Division/Department: Trial Services

Reports to: Director of Trial Services  
Salary: TBD (\$65k-\$85k)

Full-time     Part-time     Exempt     Nonexempt

**Job Summary and Essential Duties and Responsibilities:**

The primary objective of the Trial Services Specialist is to provide technical expertise to support clients and services of the Trial Services Division.

- Work closely with the Director and other support staff
- Ability to create and implement protocols and procedures
- Project management
- Receive and process client inquiries and ensure compliance with client directives
- Communicate with clients to understand project requirements
- Assign appropriate teammates to the job according to case specifics and needs
- Work with vendors to complete projects and deliver exceptional results
- Address customer concerns / complaints
- Marketing to new and existing clients
- Managing vendors and inside teammates

**Education and/or Work Experience Requirements:**

- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers
- Excellent computer proficiency (MS Office – Word, Excel and Outlook and graphic programs)
- Trial prep and/or Paralegal experience
- Excellent proficiency in trial and audio/visual editing software
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices



- High school diploma or GED required
- Paralegal/Trial Director certified and/or Associate and/or Bachelor's degree preferred
- Outside of the box thinking capabilities
- "How can I help you" attitude

**Physical Requirements:**

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Must be able to lift and carry up to 50 lbs
- Must be able to talk, listen and speak clearly on telephone and convey complicated technical jargon in a simple and concise way
- Complete understanding of trial equipment, set up of equipment and ability to do so in a quick and efficient manner under pressure

**Travel:**

- Some traveling required

**Please email your resume to [admin@archerhall.com](mailto:admin@archerhall.com) and tell us why you'd be a great fit!**