

THE LEGAL EAGLE



Sacramento Legal Secretaries Association

August 2021—Book 21, Issue 8

Code of Ethics

Legal Professionals, Incorporated

It shall be the duty of each Member of Legal Professionals, Incorporated to observe all laws, rules, and regulations now and hereafter in effect relating to confidentiality and privileged communication, acting with loyalty, integrity, competence, and diplomacy, in accordance with the highest standards of professional conduct.

Dedicated to Joan Moore, PLS

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President's Message

Submitted by: Marci Frazier

Greetings!

They say time flies when you're having fun, but this year especially, I blinked and already we're in the second half of 2021. It is my hope that this year so far has brought much love and happiness to each of you and to your families.

There are a few updates I'd like to call to your attention as we make our way into SLSA's second half of 2021:

- **LPI Conference** – Legal Professionals, Inc. (LPI) will hold its 2021 First Quarterly Conference on Friday, August 27 through Sunday, August 29, at the Santa Clara Marriott in Santa Clara, California. LPI conference is always an exciting time for members as it includes continuing educational seminars and workshops conducted by respected attorneys, judges and educators. It is also a great time for networking and reconnecting with friends and colleagues in other associations around the state. To register for the August Quarterly Conference, visit <https://www.sccolpa.org/august-27-29-2021-conference-registration/>
- **Monthly meetings** – SLSA's upcoming monthly meetings from August through November will include presentations on topics related to *Licensing Cannabis Cultivation*, *Understanding Court Reporting Charges*, *Blue Book v. California Style Manual*, and *Employment Law Updates*. Our December monthly meeting is our annual Mock Trial, which is always a hit. Registration for any SLSA event can be found here: <https://www.slsa.org/events/>
- **SLSA Reno Bus Trip** – SLSA is pleased to bring back its annual Reno Bus Trip on October 9, 2021, during The Great Italian Festival. The destination will be The Silver Legacy Resort Casino in Reno, Nevada. Tickets will go on sale soon and will go fast, so keep a lookout on SLSA's website and for e-blasts to your email for updates on registration for the event.
- **Membership** – As you know, being a member of SLSA brings with it many benefits, including discounts on enrollment fees for educational meetings, seminars, and conferences presented by SLSA and LPI. As active members of SLSA, we are all encouraged to spread the word about SLSA and invite new ones to join and inspire past members to renew. New and renewal applications are always accessible on our website at <https://www.slsa.org/membership/>.
- **Leadership** – Volunteering is a great way to give back to your SLSA community, and never has there been a greater need for SLSA volunteers than now. If you've ever considered volunteering for a board or committee position and you're interested in learning more, please reach out to me directly at president@slsa.org, or to any of our board members.

I am looking forward to an exciting second half of SLSA 2021. I hope you are too.

Love and hugs,

Marci Frazier

SLSA President 2021-2022

president@slsa.org

Sacramento Legal Secretaries Association



VIRTUAL [Zoom]

General Membership Meeting

Thursday, August 19, 2021, at 6:00 p.m.

Zoom session opens at 5:30 p.m. for meet and greet

An Overview of Licensing Commercial Cannabis Cultivation in the Greater Sacramento Region

and

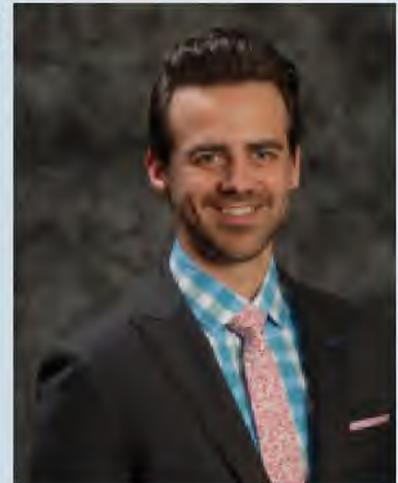
An Overview of the Sacramento County Bar

Guest Speaker:

Trevor Carson, Esq.

Founder, ROOTED LEGAL PC

President, SACRAMENTO COUNTY BAR ASSOCIATION



MCLE & CCLS Credit: Sacramento Legal Secretaries Association is a local association of Legal Professionals, Incorporated, an approved provider, and certifies that this activity has been approved for maximum continuing legal education credit in the amount of 0.50 hours by the State Bar of California.

Registration Fee:

\$10 SLSA Members and Non-Members

RSVP by Wednesday, August 18, 2021

Two Way to Register:

- Online at www.slsa.org under "Events" (Preferred) - pay by credit card or check
 - Via Email to reservations@slsa.org and pay by check

A link and instructions for access to the virtual meeting will be emailed upon receipt of your registration.

Make checks payable to "SLSA" and mail to:

Christie Kaelber, Registration Chair
c/o Downey Brand LLP
621 Capitol Mall, 18th Floor
Sacramento, CA 95814

*Cancellations must be received 48 hours in advance for a refund. No-Shows will be billed.

**Special thanks
to all of our
Vendor Partners!**

Sacramento Legal Secretaries Association



Sacramento Legal Secretaries Association invites you to attend



Reception Honoring LPI President Lynne Prescott, CCLS

**Saturday, September 11, 2021
12:00 p.m.**

**Menu (buffet style):
Pork, Chicken, Mac N Cheese, Green Salad
Dessert, Iced Tea, or Soft Drinks**

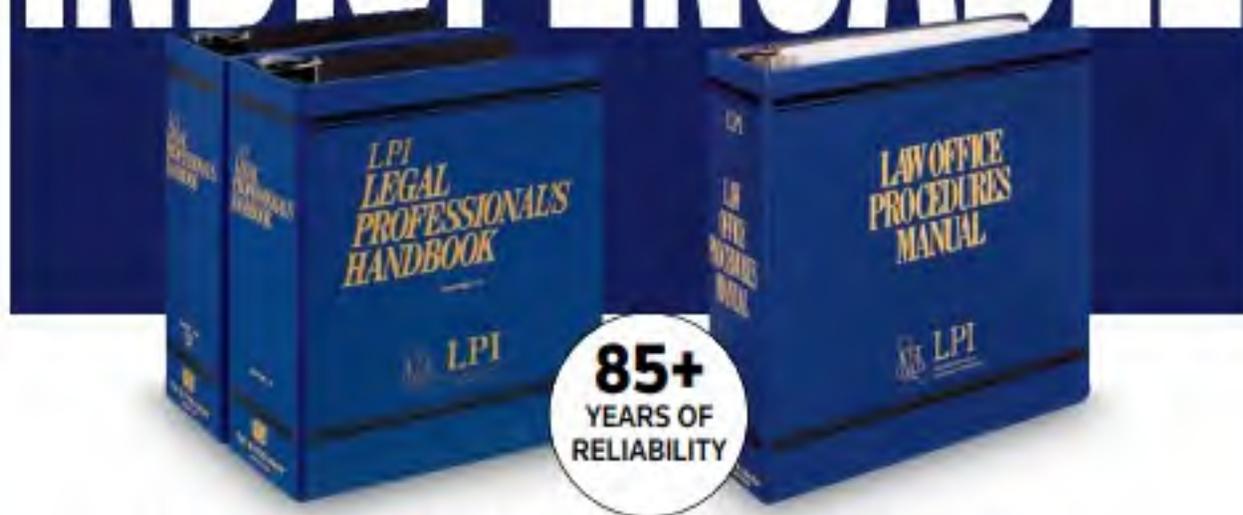
***Sauced Restaurant*
1028 7th Street, Sacramento, CA 95814
\$37.00 per person**

R.S.V.P. by e-mail to: BrendaBracy@hotmail.com by Friday, September 3, 2021

A link and instructions for payment via Pay Pal will be emailed upon receipt of your registration.

*No shows and/or cancellations must be received one week prior
to the event for a refund.*

INDISPENSABLE



LEGAL PROFESSIONAL'S HANDBOOK

...THE ULTIMATE RESOURCE GUIDE!

Busy lawyers rely on their staff to handle many details of their practice. They look to you, as a professional, to know what to do, and when and how to do it. The *Legal Professional's Handbook* provides you with the answers ...just as it has for over 75 years! Each chapter contains detailed practice forms and step-by-step instructions covering every major area of California law practice. The Handbook is an invaluable resource to add to your entire reference library!

LPI MEMBERS-ONLY PRICE\$380.80
Nonmembers Price.....\$544

Price includes shipping. Add applicable sales tax.
This title is updated annually for subscribers by replacement pages.

LAW OFFICE PROCEDURES MANUAL

...THE IDEAL TRAINING MANUAL FOR NEW STAFF!

This must-have manual and forms guide contains detailed practice forms for major areas of law practice, both civil and criminal, along with step-by-step instructions for completing them. The manual includes Judicial Council forms and California recording laws. The manual also provides procedural checklists, transcriptions and proofreading tips, sample calendar notations, practice tips for filing documents with the court, and a glossary of legal terms.

LPI Members-Only Price\$209.30
Nonmembers Price.....\$299

Price includes shipping. Add applicable sales tax.
This title is updated bi-annually for subscribers by replacement pages.

Buy both LPI books together and get a discount!

Combo price for both books.....\$590.10

Price includes shipping. Add applicable sales tax.

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LEGAL PROFESSIONALS, INCORPORATED

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www.RutterGroup.com



Governor's Report

Submitted by: Corene Rodder

Hello everyone,

A big thank you to everyone that has supported SLSA this last year. As we begin to venture out and start to enjoy everyone's company, think about reconnecting with your fellow SLSA and LPI members. This last year we have all had different circumstances challenging us with work and home. SLSA is starting to look for a place to have our in person meetings. If you have any ideas, please email one of the board members. I cannot wait to see everyone in person.

Please check out the LPI Events page at <https://www.legalprofessionalsinc.org/events/>. Please see Brenda Bracy, CCLS's report below to tell you about her experience as a delegate at this year's LPI 87th Annual Conference.

All the best,

~Corene
governor@slsa.org

Delegate Report for Annual Conference – May, 2021

By Brenda Bracy, CCLS

Thank you SLSA members for allowing me to be a delegate at LPI's Annual Conference this year. It was so wonderful to be a part of LPI's first in person conference in over a year. I have missed attending LPI Conferences and seeing everyone in person, instead of by zoom.

Lynne Prescott, CCLS, did a great job, as well as the entire LPI Executive Committee, and other LPI personnel in putting this Conference together. It was high energy, and very efficiently run. I think everyone can agree that this was a very successful hybrid conference.

Saturday morning, the Delegates checked in, and we all attended the Governor's meeting. At lunch, I attended the CCLS Luncheon. The CCLS Chair, Vivian Shreve, CCLS conducted the luncheon meeting, and

it was attended by members of the Executive Committee, as well as LPI's President, Lynne Prescott, CCLS. Vivian welcomed the new CCLSs that had passed the exam during the last year but did not get to be inducted. There were a few members that spoke about their journey to becoming a CCLS. Vivian gave an update on the next CCLS exam scheduled for September, 2021 to be conducted online.

Sunday morning the delegates checked in for the last time and we all attended the general meeting. Following the meeting, the Executive Committee was sworn in for the upcoming term. The Executive Committee donned silly hats and were sworn in for the 2021-2022 fiscal year by past LPI President Heather Edwards.

Everyone had a great time and I'm looking forward to attending the next conference in person in August.



Member News

Submitted by: Sarah Martinez



Welcome!

Inducted at the July 17, 2021 Monthly Membership Meeting:

Monica Torres—Monica is a File Clerk at Porter Law Group and has worked in the legal field for 33 years. Monica celebrates her birthday April 20th.

Amber Pharr—Amber is Legal Assistant at Sandhu Law Group, She has been in the legal field since 2018. Amber celebrates her birthday July 6th.

Robert Rodriguez—Robert is a Paralegal for Sandhu Law Group since 2020 and celebrates his birthday July 6th.



Gisele Mitsuk—August 2

Mary Taylor—August 22

If you are interested in membership in SLSA, please contact Vice President Lacy Monserrat, CCLS, at (916) 551-3302, or via e-mail at vicepresident@slsa.org.

Are you an SLSA member who has moved? Changed jobs? Been promoted? Recently engaged or married? New addition to the family? We want to know about you!! Let us celebrate your accomplishments with you during the good times, and support you during the tough times. Please send your news to vicepresident@slsa.org.



Parliamentarian's Piece

Submitted by: Dawn Willis

What Did We Say?

Meeting minutes are important because they are the only surviving record of what was said and done at a meeting. They can often be dry and boring. In fact, it is probably a good sign if they are! Although dry and boring, most importantly, they need to be informative and easy to navigate for whatever the reader needs to know far in to the future.

Minutes need to be readable, but precise in the information given. They provide a record of the action taken at meetings, so they need to clearly memorialize the facts; but not necessarily the conversation/debate verbatim.

Robert's Rules to the rescue. What exactly is needed to go into your minutes?

The first paragraph needs to include the following: (i) The kind of meeting (regular membership, special, board, annual); (ii) the name of the organization; (iii) the date, time, and location of the meeting; (iv) a statement confirming that the organization's regular presiding officer and secretary are present; and (v) mention whether the previous meetings' minutes were read and approved.

What about corrections, you might ask? Yes, there can be corrections. Of course, there can be corrections. Corrections to minutes are noted in the minutes being corrected but are not detailed in the minutes of the meeting at which the corrections are adopted.

The body portion of the minutes needs to include the following information:

- All main motions (except ones that are withdrawn), along with the name of the member making the motion (but not the name of the person who seconded the motion).
- Motions bringing a question again before the body (except for ones that are withdrawn).
- The final wording of the motions, either as adopted or as disposed of. If it is appropriate to include mention of debate or amendment, you can note these items parenthetically.
- The disposition of the motion - including any adhering amendments - if it is only temporarily disposed of.
- Information about the vote. (Counted vote; Roll-call vote; Ballot vote)
- Secondary motions not lost or withdrawn, where necessary for clarity (example motions include Recess, Fix Time to Which to Adjourn, Suspend the Rules, Postpone to a Particular Time, Ballot Vote Ordered, and so on). Allude to the adoption of secondary motions by saying, "A ballot vote having been ordered, the tellers"
- Notices of motions.
- The fact that an assembly went into quasi-committee or committee of the whole, and the committee's report.

(Continued on page 9)

(Continued from page 8)

- All points of order and appeals and their subsequent dispositions, with reasons given by the chair for the ruling. (Rulings often establish precedent, so a careful record here is important.)
- The full text of any report that the assembly orders to be entered into the minutes. This situation doesn't happen often because a reference to a written report is usually sufficient for the record. Or simply attach the report to the minutes will also suffice.

The last paragraph of your minutes needs to include the hour of adjournment. And that is it!

Well, except for the following additional notes to keep in mind when finalizing your minutes:

- The proceedings of a committee of the whole aren't included in the minutes, but you do need

to include the fact that the move into committee occurred and also include the report of the committee.

- When a question is considered informally, the same information should be recorded as in regular rules. Informality is permitted only in allowing additional opportunities to debate.
- The full text of any report is included in the minutes only if the assembly so orders.
- Record the name of any guest speaker and the subject of presentation, but do not include a summary of the speaker's remarks.

The organization's secretary signs the minutes which are the group's legal record of its proceedings, and the secretary's signature establishes evidence of the original document's authenticity.



SAVE THE DATE!¶ SLSA RENO BUS TRIP¶

¶
Sponsored by¶

Sacramento Legal Secretaries Association¶

Saturday, October 9, 2021¶
7 AM to 7 PM¶

Destination: The Silver Legacy Resort Casino¶



¶
Stay tuned! Details to follow!¶

Open to members & non-members... must be at least 21 years of age¶

¶
We will have more details to follow about our two convenient pick-up locations¶

¶
Questions??? Want to Volunteer???¶

¶
Marci Frazier, president@slsa.org¶
Corene Rodder, governor@slsa.org¶



CCLS REPORT

Submitted by: Elizabeth Madden, CCLS

EVIDENCE CODE - DIVISION 10. HEARSAY EVIDENCE [1200 - 1390] CHAPTER 2. Exceptions to the Hearsay Rule [1220 - 1390]

True or False

- _____ Evidence of a statement is not made inadmissible by the hearsay rule when offered against the declarant in an action to which he is a party in either his individual or representative capacity, regardless of whether the statement was made in his individual or representative capacity.
- _____ Evidence of a statement offered against a party is not made inadmissible by the hearsay rule if the statement is one of which the party, with knowledge of the content thereof, has by words or other conduct manifested his adoption or his belief in its truth.
- _____ Evidence of a statement offered against a party is not made inadmissible by the hearsay rule if: (a) The statement was made by a person authorized by the party to make a statement or statements for him concerning the subject matter of the statement; and (b) The evidence is offered either after admission of evidence sufficient to sustain a finding of such authority or, in the court's discretion as to the order of proof, subject to the admission of such evidence.
- _____ Evidence of a statement offered against a party is not made inadmissible by the hearsay rule if: (a) The statement was made by the declarant while participating in a conspiracy to commit a crime or civil wrong and in furtherance of the objective of that conspiracy; (b) The statement was made prior to or during the time that the party was participating in that conspiracy; and (c) The evidence is offered either after admission of evidence sufficient to sustain a finding of the facts specified in subdivisions (a) and (b) or, in the court's discretion as to the order of proof, subject to the admission of such evidence.
- _____ When the liability obligation, or duty of a party to a civil action is based in whole or in part upon the liability, obligation, or duty of the declarant, or when the claim or right asserted by a party to a civil action is barred or diminished by a breach of duty by the declarant, evidence of a statement made by the declarant is as admissible against the party as it would be if offered against the declarant in an action involving that liability, obligation, duty, or breach of duty.
- _____ When a right, title, or interest in any property or claim asserted by a party to a civil action requires a determination that a right, title, or interest exists or existed in the declarant, evidence of a statement made by the declarant during the time the party now claims the declarant was the holder of the right, title, or interest is as admissible against the party as it would be if offered against the declarant in an action involving that right, title, or interest.
- _____ Evidence of a statement by a minor child is not made inadmissible by the hearsay rule if offered against the plaintiff in an action brought under Section 376 of the Code of Civil Procedure for injury to such minor child.
- _____ Evidence of a statement by the deceased is not made inadmissible by the hearsay rule if offered against the plaintiff in an action for wrongful death brought under Section 377 of the Code of Civil Procedure.

EVIDENCE CODE - DIVISION 2. WORDS AND PHRASES DEFINED [100 - 260]

Word or	Definition
Action	includes a civil action and a criminal action
Burden of producing evidence	means the obligation of a party to introduce evidence sufficient to avoid a ruling against him on the issue.
Burden of proof	means the obligation of a party to establish by evidence a requisite degree of belief concerning a fact in the mind of the trier of fact or the court. The burden of proof may require a party to raise a reasonable doubt concerning the existence or nonexistence of a fact or that he establish the existence or nonexistence of a fact by a preponderance of the evidence, by clear and convincing proof, or by proof beyond a reasonable doubt. Except as otherwise provided by law, the burden of proof requires proof by a preponderance of the evidence.
Conduct:	includes all active and passive behavior, both verbal and nonverbal
Declarant:	is a person who makes a statement.
Evidence	means testimony, writings, material objects, or other things presented to the senses that are offered to prove the existence or nonexistence of a fact
Hearing	means the hearing at which a question under this code arises, and not some earlier or later hearing
Oath:	includes affirmation or declaration under penalty of perjury
Proof	is the establishment by evidence of a requisite degree of belief concerning a fact in the mind of the trier of fact or the court. Relevant evidence: means evidence, including evidence relevant to the credibility of a witness or hearsay declarant, having any tendency in reason to prove or disprove any disputed fact that is of consequence to the determination of the action
Writing:	means handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing, any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored



CALENDAR

Dates to Remember

AUGUST

August 10, 2021	SLSA's Executive Board Meeting, 6:00 p.m., via Zoom .
August 19, 2021	SLSA Monthly Membership Meeting:, 6:00 p.m., via Zoom. Please register at: SLSA.org . The topic will be: An Overview of Licensing Commercial Cannabis Cultivation in the Greater Sacramento Region and An Overview of the Sacramento County Bar - presented by: Trevor Carson, Esq., Founder of Rooted Legal PC and President of the Sacramento County Bar Association.
August 20, 2021	Deadline to submit articles to the Editor (crodder@somachlaw.com) for the February issue of <i>The Legal Eagle</i> .

SEPTEMBER

September 6, 2021	Labor Day. State and federal courts closed, and no U.S. Mail delivery or pick-up.
September 7, 2021	SLSA's Executive Board Meeting, 6:00 p.m., via Zoom .
September 16, 2021	SLSA Monthly Membership Meeting:, 6:00 p.m., via Zoom. Please register at: SLSA.org . The topic will be: The Big Business of Litigation Support and a Breakdown of Court Reporting Charges - presented by: Sean Coletta, Esq. CEO/Owner, IMAGINE REPORTING and Jenoa Derdowski Director of Business Management, IMAGINE REPORTING

Sacramento Legal Secretaries Association



VIRTUAL [Zoom]

General Membership Meeting

Thursday, September 16, 2021, at 6:00 p.m.

Zoom session opens at 5:30 p.m. for meet and greet

The Big Business of Litigation Support and a Breakdown of Court Reporting Charges

Court reporting is a billion dollar industry where transparency is lost and profit is made. We will walk you through how to read a court reporting invoice, how to break down what you are being charged, help you identify "fluff" charges, explain the difference between trial, arbitration, and deposition invoicing, and understand charges related to the newest area of reporting – the remote deposition. We will also provide the Court Reporting Board's information, a direct and powerful resource you never knew you had.

Guest Speakers:

Sean Coletta, Esq.

CEO/Owner, IMAGINE REPORTING

&

Jenoa Derdowski

Director of Business Management, IMAGINE REPORTING

MCLE & CCLS Credit: Sacramento Legal Secretaries Association is a local association of Legal Professionals, Incorporated, an approved provider, and certifies that this activity has been approved for maximum continuing legal education credit in the amount of 0.50 hours by the State Bar of California.

Registration Fee:

\$10 SLSA Members and Non-Members

RSVP by Wednesday, September 15, 2021

Two Way to Register:

- **Online at www.slsa.org under "Events" (Preferred) - pay by credit card or check**
 - **Via Email to reservations@slsa.org and pay by check**

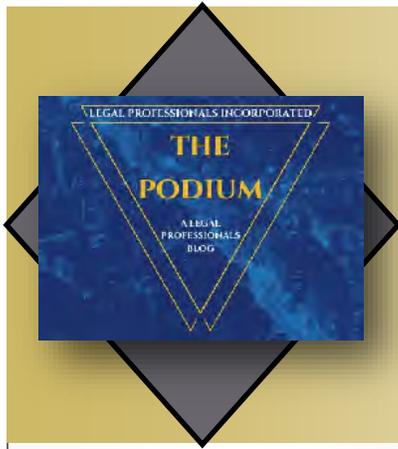
A link and instructions for access to the virtual meeting will be emailed upon receipt of your registration.

Make checks payable to "SLSA" and mail to:

**Christie Kaelber, Registration Chair
c/o Downey Brand LLP
621 Capitol Mall, 18th Floor
Sacramento, CA 95814**

*Cancellations must be received 48 hours in advance for a refund. No-Shows will be billed.

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LEGAL PROCEDURES

Submitted from
LPI Blog—The Podium

<https://www.legalprofessionalsinc.org/lpi-blog/>

SENATE BILL 241 – CIVIL ACTIONS “2021 California Court Efficiency Act”

Published June 10, 2021

Introduced by Senator Thomas Umberg

Sponsored by the California Defense Council and Consumer Attorneys of California.

- Supported by: Court Reporters Board of California, Deposition Reporters Association of California, and the National Court Reporters Association.
- Opposed by: California Court Reporters Association, SEIU California, Protect Your Record Project, and three individuals.
- Amends and adds Business and Professions Code, section 8050.
- Adds Business and Professions Code, section 8051.
- Amends Code of Civil Procedure, section 1010.6.
- Adds Code of Civil Procedure, section 367.8.
- Adds Probate Code, section 3505.

Primary affects:

1. Permits out-of-state entities to register with and be governed by the Court Reporters Board (CRB), and must designate a board-certified reporter-in-charge; and
2. Permits witnesses to testify in court remotely via audiovisual technology, but only under certain circumstances.

Highlights:

- Increase efficiency in courts due to COVID.
- Expand CRB’s authority regarding certification and regulation of out-of-state court reporters.
- CRB will provide a directory of registered entities on its website.
- Witnesses will be allowed to appear and give testimony by remote electronic means like WebX and Zoom.
- Witnesses may appear remotely for trials or hearings on motions.
- Court authorization required.
- Factors considered for remote appearances by witnesses are:
 - Is it critical or necessary?
 - Would it materially prejudice one or more parties?
 - Does the witness reside more than 100 miles from the venue?
 - If required to appear in person, would that make it impossible, difficult, or pose a risk to the witness’s health or safety?

[Click here](#) to see more in-depth information on this bill.





**LEGAL
SPECIALIZATION
SECTIONS**

Day of Education

Saturday August 7, 2021

LSS Members - Free

LPI Members - \$15/webinar

Non-LPI Members - \$30/webinar

9:00 am - 10:00 am

CIVIL LITIGATION

UNLAWFUL DETAINERS-RESIDENTIAL

Presented by: Brian Skarbek, Esq.
Law Offices of Todd Rothbard

10:30 am - 11:30 am

SPECIALTY / LOA

LOA: 1. IDENTIFYING ABCD & F CLIENTS; AND
2. EMAIL TRIAGE

Presented by: Karen J. Sloat, Esq.
*Not eligible for MCLE credit

12:30 pm - 1:30 pm

FAMILY LAW

**BREACH OF FIDUCIARY DUTY - WHAT HAPPENED
TO THE MONEY?**

Presented by: Jane Aceituno
The Law Offices of Jane Aceituno

For our Events page and Registration, use the camera on your cell phone and scan the QR Code



SCAN ME

The deadline to register is July 31, 2021.

**REGISTER AT WWW.LEGALPROFESSIONALSINC.ORG/EVENTS/ OR
CLICK HERE**



The Legal Specialization Sections is a program of Legal Professionals, Inc., an approved provider, and certifies that these seminars have been approved for minimum continuing education credit in the amount of 1.0 hours by the State Bar of California.



EMPLOYMENT REPORT

Submitted by: Brenda Bracy, CCLS

This free benefit offered by SLSA provides the legal community with a place to post job openings for all categories of job positions.

SLSA assists in every possible manner to procure employment for members of this association and cooperates with attorneys and legal professionals in filling positions in law offices, but in no event does this association act as an employment agency.

Employers desiring to place an advertisement for employment on SLSA's website may review the listings below and format the advertisement like those already posted. The advertisement should provide the following information: name, firm name, address, phone number, areas of law practice, software used, position available, and years of experience required. Requests to place advertisements for employment are to be emailed to the Employment Chair at employment@slsa.org. Advertisements for employment are usually posted as soon as possible.

It is the responsibility of the applicant to contact the employers, schedule interviews, exchange resumes, and to discuss benefits and salary, etc. All information is listed until notification to drop the name/position is given to the Employment Chair.

Legal Assistant (Office Automation)

DEPARTMENT OF JUSTICE

United States Attorney's Office - Eastern District of California

Overview

Open & closing dates: 07/23/2021 to 08/13/2021
Pay scale & grade: GS 6 - 7
Salary: \$39,589 to \$57,192 per year
Appointment type: Permanent
Work schedule: Full-time (Mon-Fri; 8:00a – 5:00p)

The United States Attorney's Office is seeking a dedicated and skilled legal assistant to provide assistance and office support to multiple Assistant U.S. Attorneys (AUSAs) in the Civil Division of our Sacramento Office.

The office is a friendly and fast-paced work environment, with a diverse workforce of attorneys and support staff who treat each other with kindness and respect and are united by a common mission of advancing the interests of the United States. In addition to good pay, benefits, and excellent training, we offer the unique professional satisfaction of a career in public service.

Our office litigates most cases for and against the United States filed in the Eastern District of California (the broad expanse of the state east of the Coastal Range, from Bakersfield to the Oregon Border). Nearly all of the cases are in the U.S. District Court, the Bankruptcy Court, or the U.S. Court of Appeals for the Ninth Circuit. The

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(Continued from page 16)

variety of our work is enormous, including almost anything the United States can sue or be sued for, including medical malpractice and other torts, employment discrimination, environmental defense, healthcare fraud and other frauds against federal programs, and wildfire litigation (both plaintiffs' side and defense).

Responsibilities

In this instance, the job title "legal assistant" refers to a skilled position providing high-level secretarial support to Assistant U.S. Attorneys. A few typical responsibilities include:

examining, preparing, and processing legal documents, including complaints, motions, briefs, subpoenas, and proposed orders;

proofreading and cite checking legal briefs, memoranda, and other legal documents; providing assistance to attorneys in trial preparation by conducting basic research of litigation, statutes, regulations and court cases; assembling exhibits, affidavits, and other legal documents; assembling and organizing files and records material for disposition or transfer to National Archives; maintaining AUSAs' calendars of deadlines and upcoming events in active cases; tracking filings, hearings, and trial dates, other case or investigation activities; making travel arrangements for AUSAs, preparing itineraries and securing transportation and hotel reservations; and producing written documents and materials using a wide range of office software applications.

Responsibilities will increase and assignments will become more complex as your training and experience progress.

Conditions of Employment

You must be a United States Citizen or National.

Background investigation, credit check, and drug test required.

You must be registered for Selective Service, if applicable.

If selected, you may be required to complete a one-year probationary period.

You must meet all qualification requirements upon the closing date of this announcement.

Qualifications

For complete information on both necessary and helpful qualifications, please see the official vacancy announcements on USAJOBS, by clicking the links set forth below.

The position will be filled at the GS-6 or GS-7 level depending on the qualifications of the selected applicant.

Because of how our recruitment process works, applicants should describe all relevant experience in detail. Helpful experience includes: preparing legal documents such as complaints, motions, orders, answers, pleadings, subpoenas; reviewing such documents for completeness, retrieving and assembling information for use in hearings or trials; conducting researching to obtain or verify information; and using automated software to produce reports, documents, correspondence and tables of contents and indices for briefs.

How to Apply

Use the hyperlinks below to find the official vacancy announcements on the USAJOBS on-line application system.

Read the entire vacancy announcement carefully for instructions on how to apply.

Please do not send your application to our office.

There are two ways to apply, each with its own link below:

1. Delegating Examining Unit announcement: This announcement is open to any U.S. Citizen (whether or not you

(Continued on page 18)

(Continued from page 17)

have ever been a federal employee). <https://www.usajobs.gov/GetJob/ViewDetails/608637100>

2. Merit Staffing announcement: This announcement is open only to current and former competitive-service federal employees, certain veterans, and persons who are eligible for non-competitive appointment under special hiring authorities. To determine whether you are eligible to apply under this announcement, open the link and read the information under “Who May Be Considered.” Applicants under this announcement must submit all required documents listed in the vacancy announcement.

<https://www.usajobs.gov/GetJob/ViewDetails/608636600>

Both announcements close at midnight Friday, August 13, 2021. Late applications will not be considered. Keep a copy of your proof of submission in the event verification is needed.

(July 16, 2021) Legal Assistant - Smith, McDowell & Powell

Business and civil litigation firm, Smith, McDowell & Powell, seeks full-time, in-person, Legal Assistant with at least three years of civil litigation experience. Paralegal certification and/or Bachelor’s Degree are preferred, but not required. Applicant must have a strong understanding of California and local Court rules/procedures.

Responsibilities:

Maintaining and organizing client files and evidence;

Preparation, service and filing of pleadings, discovery, subpoenas, corporate documents and related correspondence;

Calendaring litigation and other deadlines;

Filings with the Secretary of State;

Using a variety of software tools (e.g., MS Office, Adobe PDF Pro, Calendar Rules etc.); and

Answering phones, taking messages and greeting clients.

Requirements:

Minimum 3 years of legal assistance experience;

Strong attention to detail;

Excellent computer skills;

Maintain confidentiality of our clients and their related documents;

Have the ability to set priorities and be capable of handling multiple interruptions while keeping on task and working independently; and

Ability to effectively collaborate in a team environment.

All employees are required to wear mask and socially distance. Common areas are sanitized after each use. There is currently minimal to zero in-person client contact.

Smith, McDowell & Powell is located at 100 Howe Avenue, Suite 208 S, Sacramento, CA 95825. Qualified applicants should send their resumes to mgaldos@smplawcorp.com.

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(June 25, 2021) Legal Secretary for Partner and Associate

Sacramento litigation firm seeks legal secretary for partner and associate. 3+ years experience required. Litigation experience and a good grasp of California and Federal Civil Procedure preferred. Must be organized and able to multi-task with excellent written and oral communication skills. Must be proficient in Word, Excel and standard office programs. Competitive salary and benefits. Email resume to Lopez@Longyearlaw.com.

(June 25, 2021) Full Time Administrative Assistant, Goff Legal, PC

WHO WE ARE

A probate, estate planning, trust administration, and probate firm based in Rocklin, CA and serving clients throughout all of CA. Our office primarily does transactional work and some litigation. We offer exceptional service, quality representation, and we believe our clients are clients for life.

We have great support staff, paralegals, and a system for managing clients, tasks, and our calendar.

We believe our law firm should be fun and professional, with high regard for work-life balance. We love vacations and think you should too. If you want to work AND see your family, this position may be a good fit.

We value education and improving systems to make the office more efficient and productive so we can best serve our clients.

Our purpose as a business is to lend our expertise and resources to support people in navigating challenging times to create peace of mind.

Learn more at www.gofflegal.com.

LOOKING FOR APPLICANTS WHO

Are smart, fast thinking, and personable.

Are detail-oriented and want a fun and challenging job.

Have experience as an administrative assistant (experience with an estate planning law firm is a plus).

Are dedicated to the smart growth of the firm.

Take direction, work collaboratively with staff, and are motivated to work hard and take initiative.

Are experts at Microsoft Word and Excel.

Are familiar with Box, Slack, and Clio Suite (or who can figure them out quickly).

Are dependable, anticipates needs and have practical problem-solving skills, critical analysis, and good judgment.

At least 1 year experience as administrative assistant.

JOB DESCRIPTION

Full time administrative assistant position to start as soon as July 15th, 2021.

Paid hourly commensurate with experience.

Offers health insurance, matching 401k and paid time off.

Primary job duties include:

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Envoy and first line of communication for the office from client first contact through end of matter.

Managing entire client intake platform and process, creating electronic client files, creating prospective client workflows, templates, and documenting procedures.

Managing attorney calendars, communicating changes, anticipating needs, and prioritizing tasks, deadlines, and workflows.

Communicating effectively and providing necessary information and forms to clients and staff (e.g., intake forms, appointment reminders, incoming mail, etc.).

Providing effective administrative support to attorneys and paralegals throughout client engagement (e.g., client communication, maintaining client files, database management, etc.).

General office administration (e.g., process and send mail, scan, copy, file documents, assess and order office supplies, etc.).

Create an inviting office, greet clients upon arrival, assist in conducting signing appointment as a witness or notarize documents.

Interested candidates should send their resume with cover letter and references to the Firm Administrator, Miriam Goff at miriam@gofflegal.com (No phone calls please).

(June 16, 2021) Junior Legal Secretary - Diepenbrock Elkin Dauer McCandless LLP

Diepenbrock Elkin Dauer McCandless LLP is a Sacramento, California law firm whose practice focuses on construction law, real property law, government contracts law, and business law. We advise clients on both transactional and litigation matters within our areas of expertise.

Our Firm seeks a Junior Litigation Secretary to provide administrative 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 1 to 3 years of experience or completion of at least 2 years of college.

Responsibilities

Perform secretarial and clerical duties.

Answer and route phone calls.

Manage daily mail, scan, calendar, and route to attorneys.

Index Pleadings and Discovery.

Run conflict checks, open matters, save documents and calendar.

Schedule attorney meetings.

Manage firm litigation calendar in Compulaw and Outlook.

Prepare engagement letters.

Serve discovery requests, file pleadings, set court appearances, serve notices, arrange court reporter, order transcripts, approve invoices.

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Assist paralegals with preparing documents and binders for trial.

File and record documents with the County Recorder and Secretary of State.

Required Knowledge, Skills and Abilities

Proficiency in Adobe, Word, Excel, Document Management, and Calendaring Software.

Familiarity with Court, Secretary of State and Recorder filing procedures and requirements.

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

Diepenbrock Elkin Dauer McCandless LLP offers an excellent work environment with competitive salary and benefits.

Interested candidates should send their resume with cover letter and references to the Firm Administrator, Kati Braden at kbraden@diepenbrock.com (No phone calls please).

(June 11, 2021) Legal Assistant/Paralegal - Folsom, CA

In 1984, Mountain F. Enterprises, Inc. (MFE) was established in Lotus, California with a goal to provide customers with top-quality tree care. It has now grown into a full spectrum vegetation management business that specializes in providing services to a variety of customers including federal, state, and local agencies, utility companies, timber companies, landowners, and fire safe councils.

MFE has highly skilled and professional personnel, top of the line equipment, and a work ethic unprecedented in the industry, and understands that professionalism and competitiveness is non-negotiable.

MFE is seeking a LEGAL ASSISTANT/PARALEGAL to support and assist our team of three, in-house attorneys and the ownership group.

This tremendous opportunity includes working in a new state of the art building, stellar benefit package and the opportunity to work with a group of legal professionals dedicated to one client!

General Purpose

Provide paralegal/secretarial and administrative support to legal professionals and ownership.

Main Job Tasks, Duties and Responsibilities:

Act as liaison between legal, ownership, employees, vendors, suppliers, third-party claimants, and judicial sources for scheduling and sharing information.

Manage claims intake, processing, resolution, communicate with claimants and field personnel.

Create, organize and manage documents and information in online applications.

Coordinate the collection, review and production of documents and responding to discovery requests.

Assist with litigation related matters including the assembly of exhibits, witness binders, and appendices for depositions and court filings.

Research case-related factual issues using Westlaw and outside reference sources.

Compile claim information and statistics, charts, graphs, and other summaries to detail the findings.

Draft and manage correspondence.

Prepare and process standard legal documents including subpoenas, contracts, leases, summonses, and motions.

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Organize and coordinate legal team meetings.

Maintain schedules and calendars.

Take typed notes of meeting minutes and interviews.

Proofread and edit legal documents.

Set up and maintain databases and files.

Manage mail and calls.

Education and Experience

Relevant training or qualification (Litigation, Corporate and Real Estate Experience A+).

Bachelor's Degree.

Paralegal certificate from an ABA accredited program preferred, or a combination of education and/or experience.

2-3 years of significant and substantive litigation experience as a paralegal/legal assistant in a law firm setting.

Calendaring and scheduling experience.

Experience drafting, cite-checking, and correcting legal briefs.

Experience managing medium to large-scale document productions.

Working knowledge and competency with claims management.

Proficiency with word processing and spreadsheet software.

Participating in educational opportunities to keep up to date on job knowledge.

Excellent organization skills.

Attention to detail.

Legal research and investigation skills.

Ability to follow direction and procedures.

Strong written and oral communication skills.

Ability to prioritize workload and assignments.

Knowledge and experience of relevant software applications.

Processing, presentations, and database management.

Working knowledge of legal procedures and legal terminology.

Knowledge of local, state, and federal filing rules.

Proficient in spelling, punctuation, grammar, and other English language skills.

Knowledge of administrative and clerical procedures.

Transcription and typing skills.

Key Skills and Competencies.

Verbal and written communication skills.

Attention to detail.

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Confidentiality.

Planning and organizing.

Information management.

Integrity.

Judgment and decision-making.

Customer-service orientation.

Initiative.

Reliability.

Stress tolerance.

Physical Demands.

Work may require sitting, standing, or walking for long periods of time; also stooping, kneeling, bending, crouching, climbing stairs, balancing, stretching for files and supplies, talking, hearing, and lifting files or paper weighing up to 50 pounds. This position also requires manual dexterity sufficient to operate a keyboard, mouse, and telephone, writing letters and memos, operate a calculator, telephone, copier, fax, and such other office equipment, as necessary. It is necessary to view and type on computer screens for long periods and to work in a fast-paced environment.

We are an equal opportunity employer and prohibit discrimination/harassment based on race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

Apply here: <https://careers.hireology.com/tevishr/596608/description>

(June 8, 2021) Executive Assistant - Sacramento

Van Dermeyden Makus Law Corporation is dedicated to conducting workplace and Title IX campus investigations. We are an enthusiastic, fun and collegiate group of attorneys and other legal professionals who value excellence and integrity. We are seeking a dynamic full-time Executive Assistant to work with the Firm's two Senior Partners in the Sacramento office. This position is responsible for performing a wide variety of tasks and projects and requires a detail-oriented person who is eager to learn. For information on our unique practice, please [visit www.vmlawcorp.com](http://www.vmlawcorp.com).

Key Responsibilities include:

Book, coordinate and calendar travel arrangements

Schedule investigation interviews and other meetings (including those by Zoom)

Assist with projects related to Senior Partners' professional organizations and teaching responsibilities

Respond to client and colleague inquiries.

Prepare presentation materials.

Attend meetings and take notes, as needed.

Help troubleshoot issues with computer applications for Senior Partners, as they arise.

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Provide occasional back-up support to the Front Desk Coordinator when they are out of the office.

Other projects, as assigned.

Requirements:

High attention to detail and accuracy.

Previous experience in coordinating travel, including flights, trains, hotels, and car rentals.

Ability to accept and implement feedback.

Effective organizational skills and ability to use necessary computer applications, including the Microsoft Office Suite.

Strong listening and communication skills.

Must be able to maximize time and effort in addressing position responsibilities, as well as quick adaptation to changes in priorities.

Positive, professional and approachable attitude and demeanor.

Common sense, flexibility and the ability to work individually and as part of a team.

This is a full-time, non-exempt position. Hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Compensation will be determined based on qualifications and experience. Excellent benefits provided including medical, dental, vision, and 401(k) with employer contribution.

To Apply:

Please submit a cover letter and resume to: Jennifer M. Maguire, Chief Operating Officer Van Dermyden Makus Law Corporation 2520 Venture Oaks Way, Suite 450, Sacramento, CA 95833, recruiting@vmlawcorp.com, FAX: (916) 779-1451

Van Dermyden Makus Law Corporation is dedicated to the goal of building a culturally diverse and pluralistic staff committed to investigating and working in a multicultural environment.

(June 4, 2021) Civil Legal Secretary I/II - County Counsel's Office

County Counsel's Office – Placer County; 175 Fulweiler Ave. Auburn, CA 95603.

The County Counsel's Office provides legal representation and advocacy in civil litigation and administrative hearings involving the County and its officers and employees.

The Placer County Counsel's office is currently seeking a permanent, full-time Civil Legal Secretary to join their team in Auburn. This vacancy may be filled at the Civil Legal Secretary – I or Civil Legal Secretary – II level.

Minimum Qualifications:

Civil Legal Secretary I

Experience: Two years of experience performing secretarial and technical legal support duties in a public or private legal office that included supporting civil litigation and transactional activities.

Training: Equivalent to the completion of the twelfth grade preferably supplemented by course work in business, paralegal studies or a closely related field.

Civil Legal Secretary II

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Experience: Two years of experience performing secretarial and technical legal support duties equivalent to a Civil Legal Secretary I in Placer County.

Training: Equivalent to the completion of the twelfth grade preferably supplemented by course work in business, paralegal studies or a closely related field.

To apply for this exceptional opportunity please visit our website at: www.JobsAtPlacerCounty.com.

Placer County is an Equal Opportunity Employer

(May 26, 2021) Legal Secretary

Sole practitioner seeks Legal Secretary with a minimum 5 years of experience for plaintiff personal injury office. Excellent organization, writing and communication skills are essential and personal injury law office experience is a plus. Must be familiar with calendaring, the California court system and discovery. Must be competent in word processing, databases and email. No Federal Court experience is required. Duties include answering calls, preparation, filing and service of legal documents, opening, organizing and maintaining client files and correspondence and communication with clients, courts, adjusters and attorneys.

Hours are Monday through Thursday from 8:30 – 5:00 p.m. and 8:30 – 2:30 Fridays. No overtime or weekends. Salary is commensurate with skills and experience. Benefits include health insurance and secure parking, along with sick leave and vacation. Office observes all Court holidays.

Please email cover letter and resume for consideration to: shelley@jameselmerlaw.com

(May 21, 2021) Litigation Legal Secretary - Reynolds Tilbury Woodward LLP

Reynolds Tilbury Woodward LLP is a growing law firm located in Auburn, California. With all of its attorneys coming from large firms, including Downey Brand, Orrick, and Morrison Foerster, Reynolds Tilbury Woodward LLP presents a rare blend of sophisticated, high quality legal work with a fun, team-oriented culture. The firm is looking for a legal secretary with litigation experience to join the team. This position may be a great fit for an applicant looking to move to the foothills from Sacramento or someone located in Placer County who is looking to end that downtown commute. We are busy and the work is sophisticated. The firm and its attorneys are dedicated to creating a fun, family-friendly, and positive workplace.

Essential Functions:

These are the essential functions of the position. Successful job applicants will be able to perform these essential functions with or without requested reasonable accommodations:

Contributing to the overall success of our clients, the firm, and our culture.

Organizing and indexing case files electronically.

Calendaring deadlines.

Creating documents for pleadings, discovery requests, discovery responses, declarations, and correspondence.

Overseeing the filing of various items throughout the California court system and in Federal Court.

Assisting with preparation for depositions, mediation, arbitration and trial.

Working with and communicating with clients.

Responding to calls and inquiries.

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Interfacing with court personnel and government staff.

Requirements:

Applicants should have minimum 5 years of experience working as a legal secretary in a litigation practice.

Applicants must have experience working with various technology platforms including Outlook, Office, Excel, Adobe Acrobat Pro, Worldox, and Change-Pro (or similar products).

Applications must have strong attention to detail, be team oriented, and must exhibit strong written and verbal communication skills.

Applicants must have the ability to set priorities and to work under pressure.

Applicants must be committed to maintaining a law firm culture that is welcoming, friendly, and positive.

Salary is commensurate with experience. Qualified individuals should send their resume to awebber@rtwlawllp.com. Please no phone calls.

(May 7, 2021) Legal Secretary

For Brigit S. Barnes & Asso., Inc., A California law corporation.*

Job location

3262 Penryn Road
Loomis, CA 95650

[I am in process of being licensed by Nevada, expect work for Nevada and California.]

This firm specializes in real estate, land use environmental and estate planning. Our clients are developers, contractors, business owners, real estate agents. Most of our business comes from professional and former client referrals therefore handling what may appear to be cold calls with aplomb is essential. Although we work with Microsoft, Abacus Law, Abacus Accounting, QuickBooks, Westlaw, WealthCounsel and other software and many research systems, pleadings are drafted from scratch. Noreen, my secretary of 35 years is retiring the end of the year. We would like to hire on a part time training basis by June 1, expecting you to be prepared to take over the slot by December 15 full time. The hourly salary stated is for the "training period". We are transitioning the position back from part-time to full time.

We are looking for a specialized Legal Secretary to undertake a variety of administrative and clerical tasks under the supervision of two attorneys and one paralegal and will also provide support in assigned legal cases. The offices are in Placer County and pleading work extends up to the state boarder down into El Dorado County, and will shortly expand throughout Washoe and Douglas Counties, in Nevada. Please visit our website to get a better idea of the types of projects and work we do: www.landlawbybarnes.com.

Responsibilities

Provide administrative support to two lawyers and one paralegal, bookkeeper and her administrative assistant.

Effectively communicate with witnesses, clients, and colleagues.

Maintain and update inventories of contact details – possible new clients.

Answer phone calls, take notes/messages and redirect calls when appropriate.

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Greet visitors and perform initial screening of clients via phone or email.

Conduct thorough statistical/ documentary research on server related to marking, file maintenance.

Produce and file various legal documents such as complaints, writs, appeals, motions or petitions [we are not form driven].

Facilitate the meeting of deadlines by keeping multiple agendas, and legal calendaring and provide timely reminders. Extensive complex calendaring using Abacus Law or similar case management software- Probate deadlines can vary based on the County; we designed and maintain our own land use/CEQA calendar.

Preserve an updated case record system, we currently use AbacusLaw for calendaring, case management and time and billing.

Skills

Minimum 3 years – Proven experience as legal secretary.

Knowledge of constitution, legal terminology, regulations and court systems in Sacramento and all surrounding Counties.

Proficiency with all aspects of MS Office, Abacus Law and ability to work with legal technology (court-filing computer systems, transcription software, etc.).

Working knowledge of litigation management software systems such as Abacus is a plus.

Bachelor's Degree to assure mastery of English.

Outstanding time-management and typing skills.

Ability to multitask and being comfortable dealing with a diverse pool of people.

Pay and Benefits

From \$19.00 per hour [during training time]. Anticipate increase at conclusion of training to \$25.00 per hour.

Salary to be set depending on whether permanent position is full time or part time.

Benefits: Professional development assistance/ 401K availability.

Work Schedule

Monday to Friday.

Additional Job Details

Typical start time: 8:30 AM.

Company's website: www.landlawbybarnes.com

Typical end time: 5:30 PM

This Job Is: A job for which all ages, including older job seekers, are encouraged to apply.

Send resumes to bsbarnes@landlawbybarnes.com.

(March 26, 2021) Litigation Paralegal – Weintraub Tobin - Sacramento

Weintraub Tobin is seeking an experienced Litigation Paralegal for our Sacramento office. The successful candidate must be able to multi-task, enjoy working as part of a team, and demonstrate a first-class commitment to client

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service. Under minimal supervision, the litigation paralegal will be expected to carry out the following job duties and responsibilities:

REQUIREMENTS AND EXPECTATIONS

Organize documents and coordinate document productions including bates-stamping, redaction, duplication and indexing of documents.

Perform various document searches in an e-Discovery database and conduct factual research on LexisNexis and the Internet.

Create and maintain internal case databases including Importing and exporting documents, searching for documents, running productions, running analytics and email threading, document review and coding documents.

Prepare for depositions by gathering and preparing documents relevant to the deponent, organizing exhibits and summarizing deposition transcripts.

Work with attorneys and legal secretaries in the preparation and filing of all court documents.

Act as a liaison between various internal departments, as well as outside vendors.

Oversee the progress of documents through litigation, order transcripts/medical records, etc. from third party entities and fulfill requests from outside counsel and others.

Prepare for and attend trials/arbitrations: Organize exhibits, files and all other supporting documents, coordinate trial set-up and logistics, and assist attorneys in the courtroom.

Handle electronic presentation of exhibits.

Discovery: Organize documents, review, analyze and summarize discovery responses, and respond to discovery requests. Prepare document subpoenas to third parties.

Possess strong analytical and technological skills.

EDUCATION AND EXPERIENCE

Minimum of 4-6 years of litigation experience.

Paralegal certificate from ABA approved school is required.

Bachelor's degree preferred.

Working knowledge of Microsoft Office and litigation software applications including Casemap, Textmap, Relativity, Adobe Professional, and Sanction (or Trial Director).

Superior attention to detail and organizational ability.

Familiarity with Worldox or similar document management system.

Ability to work simultaneously on a variety of projects and work effectively under pressure.

Adept at working independently or on a team in providing timely service to attorneys.

Communicates effectively with attorneys and legal personnel at all levels.

EQUAL EMPLOYMENT OPPORTUNITY

The Firm is an equal opportunity employer. It is Firm policy to provide equal opportunities to all qualified individuals regardless of race, color, creed, religion, national origin, sex, age, physical or mental disability, medical condition,

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marital status, sexual orientation, sexual identity, genetics, veteran status, or any other class protected under federal, state, or local law. This policy applies to all terms and conditions of employment. It is the intent of the Firm to comply with all applicable federal and state laws with respect to fair employment practices. The Firm will provide reasonable accommodation to qualified applicants and employees with a known disability or medical condition or for an employee's religious beliefs provided the accommodation does not cause undue hardship to the Firm. Any applicant or employee with a qualifying disability or medical condition, or a religious practice, that requires an accommodation in order for the employee to perform the essential function of his or her job, should contact Human Resources to discuss it further so the Firm can determine if a reasonable accommodation exists and can be provided.

Qualified candidates should send their cover letter and resume to recruiting@weintraub.com

(March 9, 2021) Legal Administrator - Inductive Automation - Folsom, CA

Inductive Automation, the leader in creating cutting-edge software for the industrial automation world is looking to add talented people to our rapidly growing team!

We are a unique, innovative, and fun company with a strong mission: to empower our customers to swiftly turn great ideas into reality by removing all technological and economic obstacles. We have a huge passion for our product and our customers; no matter what role you might play in the company, you can sense that there is something special about what we do and who we are.

We are looking for a Legal Administrator who is eager to help the legal team to function quickly, smoothly, and effectively. The ideal candidate is a team player who is also able to drive individual results for a large volume of work and who thrives on balancing multiple projects and priorities. They are extremely professional, easy to collaborate with and eager to help our company grow.

Responsibilities

Manage the legal division's contract workflow; review standard agreement types, such as Non-Disclosure Agreements, Purchase Orders and Supplier Codes of Conduct, Perform high volume data entry and compile information; coordinate with internal stakeholders to optimize workflows, improve productivity, identify needs, and manage technology resources; develop and deliver training to help users understand and utilize contract workflows, procedures, and technology; provide general administrative and clerical support; schedule and coordinate meetings; and coordinate with other administrative staff throughout the company to maintain smooth-running operations

Requirements

Experience as a legal secretary, paralegal or has a certificate in either; preferably 1+ year of consistent legal administrative support experience, with proven reliability and responsibility; extensive software skills (MS Office, Google Drive); ability to handle a very fast-paced, high-volume workflow, and prioritize; professional and discreet, able to maintain confidentiality; clear communication skills both verbal and written; ability to work effectively with various levels and divisions of the organization; highly organized with strong attention to detail; sound judgment and strong critical thinking and analytical skills; and self-motivated team player who can drive projects and earn confidence and cooperation of business partners.

Mail your resume to: jobs@inductiveautomation.com and reference the "Legal Administrator position" in their subject line.



LEGAL
SPECIALIZATION
SECTIONS

Legal Specialization Section Leaders

LSS Coordinator	Mary Lou Floyd, CCLS	lss@legalprofessionalsinc.org
Civil Litigation	Shannon Quigley	civil.litigation@legalprofessionalsinc.org
Criminal/Family Law	Carolina Ramos	criminal.family.law@legalprofessionalsinc.org
Federal Law	Laura Pumerville, CCLS	federal.law@legalprofessionalsinc.org
Law Office Administration	Maria Gonzalez, CCLS	law.office.administration@legalprofessionalsinc.org
Probate/Estate Planning	Carmen Vasques	probate.estateplanning@legalprofessionalsinc.org
Specialty Law	Belinda Owens	specialty.law@legalprofessionalsinc.org

[Click here to apply or renew.](#)



EDITOR'S NOTE

The Legal Eagle welcomes letters and article suggestions from readers. Please send them to: Corene E. Rodder, c/o Somach Simmons & Dunn, 500 Capitol Mall, Suite 1000, Sacramento, California 95814 or crodder@somachlaw.com. The Sacramento Legal Secretaries Association reserves the right to edit articles and letters sent in for publication. The deadline for all submittals is noted in "Dates to Remember" on page 12 of this publication. This publication is designed to provide accurate and authoritative information in regard to the subject matter covered. It is distributed with the understanding that the publisher is not engaged in rendering legal, accounting, or other professional services. If legal advice or other expert assistance is required, the service of a competent, professional person should be sought. The opinions expressed in the articles published herein are those of the individuals submitting the articles and not necessarily the views of the board or editorial staff. This publication may not be reproduced in whole or in part without the express written consent of the board of the Sacramento Legal Secretaries Association.

Sacramento Legal Secretaries Association

Committee Chairmen

2021-2022

Position	Name	Contact Info
Advertising	Crystal Rivera	crivera@somachlaw.com
Audit (Financial Review) [3 people]		
Benefits	Mary Taylor	mtaylor@downeybrand.com
Bulletin Editor	Corene Rodder	crodder@somachlaw.com
Bulletin Proofreaders	Brenda Bracy, CCLS Jennifer Estabrook, CCLS	brendabracy@hotmail.com jestabrook@somachlaw.com
CCLS	Elizabeth Madden, CCLS	elizccls@gmail.com
Charitable Projects	Vacant - President, Marci Frazier	
Day In Court [3-4 people]	Terry Olson, Chair	Tmoplus3@yahoo.com
Employment	Brenda Bracy, CCLS	brendabracy@hotmail.com
Historian	Vacant - President, Marci Frazier	
Interclub	Vacant - President, Marci Frazier	
Law Office Products & Management	Vacant - President, Marci Frazier	
Legal Procedures	Vacant - President, Marci Frazier	
Legal Professional of the Year / Boss of the Year	Vacant - President, Marci Frazier	
Legal Secretarial Training	Brenda Bracy CCLS	brendabracy@hotmail.com
Marketing	Sarah Martinez	sarahm@bpelaw.com
Membership	Sarah Martinez	sarahm@bpelaw.com
Nominations & Elections [3 people]	Crystal Rivera Dawn Forgeur, CCLS	crivera@somachlaw.com dawn.forgeur@stoel.com
Professional Liaison	Dawn Willis	dwillis@downeybrand.com
Programs	Vacant - President, Marci Frazier	marcifrazier1@gmail.com
Reservations/Reception	Christie Kaelber	ckaelber@downeybrand.com
Scholarship	Vacant - President, Marci Frazier	
Vendor Liaison	Brenda Bracy, CCLS	brendabracy@hotmail.com
Ways & Means	Vacant - President, Marci Frazier	
Social Media	Dawn Forgeur, CCLS	dawn.forgeur@stoel.com
Fairytale Town	Vacant - President, Marci Frazier	
Reno Bus Trip	Corene Rodder Marci Frazier	crodder@somachlaw.com marcifrazier1@gmail.com

LPI BENEFITS 2021—2022



Advantages of Membership

LPI® provides educational, professional, and personal development information to legal support staff throughout the state of California. These educational opportunities are available to members (and non-members, for a nominal fee) throughout California.

- Monthly educational programs and newsletters are provided by local associations
- General educational programs are offered at each LPI conference free to anyone registered to attend. Topics vary among specialized areas of law, ethics, law office products and management, and personal development. Click on the calendar for more information about upcoming LPI and Local Association Events.
- Members (and non-members) are given the opportunity to join one or all six Legal Specialization Sections. Each specialization section offers seminars and newsletters on specific areas of law. Seminars are presented at each LPI quarterly and annual conference free to LPI section members and at a reduced cost to non-section members. For more information, click on “Legal Specialization Sections.”
- Many local associations offer study groups for members interested in preparing to take the California Certified Legal Secretary (CCLS®) examination. LPI also offers an online CCLS Study Course. Information on the CCLS examination can be found by clicking on “California Certified Legal Secretary.”

These programs are designed to provide current material and educational tools to enable law office support staff to remain current with the changes in general law, as well as in their respective areas of practice.

MAKE A CAREER CHOICE – BECOME A LEGAL PROFESSIONAL

Why Become a Legal Professional?

Competitive salaries and benefits; Knowledge and skills allow the freedom to work anywhere; competent legal professionals are well-respected in the legal community; legal professionals fulfill a vital and meaningful role for law firms and attorneys; and continuing education enhances legal professionals, making them an asset to every employer

Why Join Legal Professionals, Incorporated?

- Become one of the approximately 1,300 elite legal professionals in California
- Build a network of knowledge by meeting other legal professionals
- Continuing education is the main focus of Legal Professionals, Incorporated
- Our motto: Excellence through Education
- Expand your personal and professional development and skills through a multitude of educational opportunities offered statewide
- Enjoy discounted educational benefits through the Continuing Education of the Bar
- Become a California Certified Legal Secretary (CCLS®) through a course of study and a comprehensive examination

Easily maintain your CCLS credits and your MCLE credits through workshops and seminars sponsored by the Continuing Education Council and Legal Specialization Sections of Legal Professionals, Incorporated

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Discounts for LPI Members

In addition to the many educational and networking opportunities, LPI members may receive discounts for certain educational seminars and publications offered through Continuing Education of the Bar (CEB). Agents for insurance and financial providers are available as resources when members inquire about benefits in an effort to obtain the best coverage for each member’s individual needs and location. Access to credit unions and rental cars are also available.



LPI's Continuing Education Council presents:
**RETURNING TO THE
WORKPLACE MEANS
RETURNING TO
DIFFERENT
PERSONALITIES
(LET'S GET READY!)**



SCAN ME

Presented by Diane Camacho, CLM



**August 5, 2021
12:00 pm to 1:00 pm**

This Webinar is Free to all Legal Professionals!

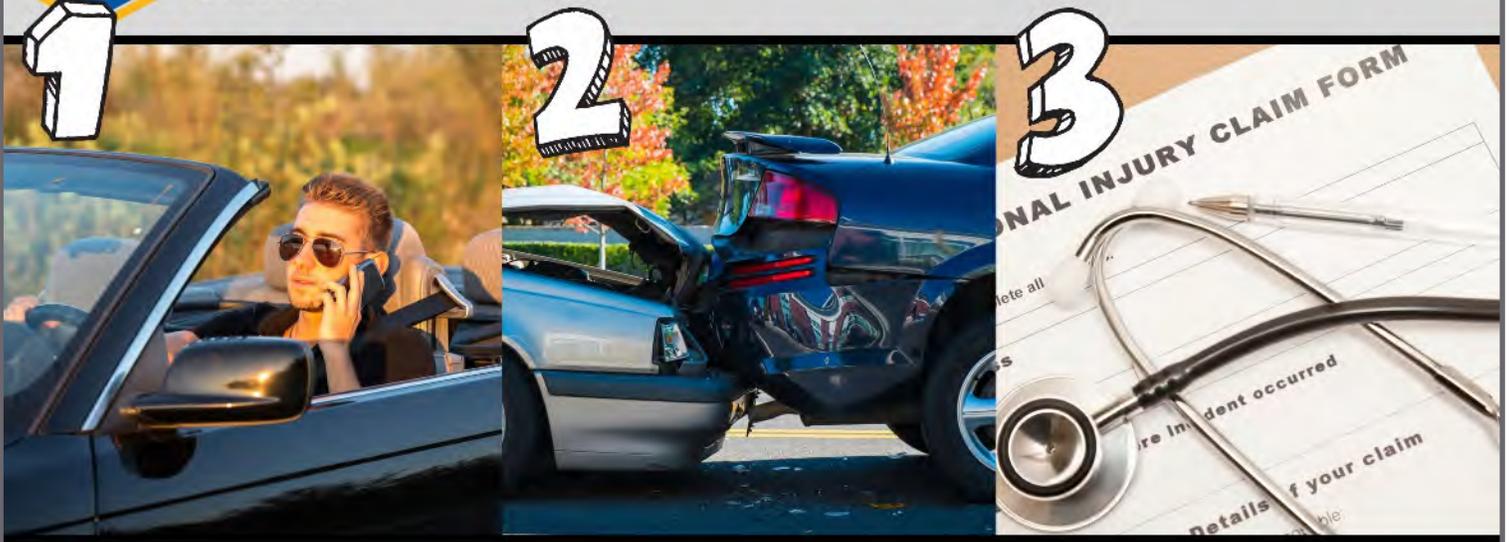
Online registration is available at
<https://www.legalprofessionalsinc.org/events/> or scan the QR Code above

Legal Professionals, Inc. is an approved provider, and certifies that this seminar has been approved for one minimum continuing education credit in the amount of 1.0 hour by the State Bar of California.





LEGAL
SPECIALIZATION
SECTIONS



Buckle Up for Safety:

THE LAW FIRM'S GUIDE TO HANDLING CATASTROPHIC PERSONAL INJURY LITIGATION

Presented by Scott Herndon, Esq.

August 26, 2021
12:00 pm to 1:00 pm



- Members of ALL Six (6) Legal Specialization Sections (LSS) - FREE!
- LPI Member/Local Association Member - \$15
- Non-Members or Attorney - \$30
- The price increases \$5 after 8.12.21
- Registration closes 8.19.21

Online registration and payment available at:
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The Legal Specialization Sections is a program of Legal Professionals, Inc., an approved provider, and certifies that this seminar has been approved for minimum continuing education credit in the amount of 1.0 hours, by the State Bar of California.





LEGAL
SPECIALIZATION
SECTIONS

REAL ESTATE 101



Presented by
Paul DeAngelis, Esq.

August 19, 2021
12:00 - 1:00 pm



- Members of ALL Six (6) Legal Specialization Sections (LSS) - FREE!
- LPI Member/Local Association Member - \$15
- Non-LPI Member or Attorney - \$30
- The price increases \$5 after August 5, 2021
- Registration closes August 12, 2021

Online registration and payment available at:
<https://www.legalprofessionalsinc.org/events/> or
Scan the QR code



SCAN ME

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Legal Support Professionals*

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