

JOB POSTING

Position: Legal Assistant/Secretary

Hours: Full-Time (typically 40 hours per week); regular hours are flexible (e.g., 8-5; 9-6) but candidate must be willing to work overtime on occasion as needed

Salary: commensurate with experience

Benefits: None for first six months, negotiable thereafter (e.g., health stipend, vacation, etc.).

About the Firm:

Danielson Kim Law Group (www.DanielsonKim.com) is a dynamic and energetic two-attorney law firm situated just across the American River near Sacramento State University. We practice in debtor/creditor law (principally judgment enforcement), with additional practice in real estate, bankruptcy, and occasional business litigation. We are young lawyers who maintain a more relaxed office environment than you are likely to find elsewhere, yet we are strictly focused on producing excellent results for our clients and are obsessive in our advocacy.

We are looking for someone who has a strong work ethic, possesses good critical thinking skills, is diligent and detail-oriented, works independently, takes initiative, is genuinely motivated to get the job done right, and seeks and offers creative solutions. Since we pride ourselves on using the most advanced technology, we are looking for an individual who is willing to learn our different systems and workflows. In addition to the desired professional skills, we are looking for someone who is friendly and has a good sense of humor and likes dogs (there's a friendly black Labrador/Border Collie in the office).

Regular work tasks include:

- Answering, routing, and returning telephone calls, taking messages, greeting walk-in clients.
- Scheduling and coordination (often among 3 or more parties) of conference calls, meetings, depositions, etc.
- Intake of potential clients, entering and organizing client/case information into firm databases, preparing fee agreements and follow-up for client signature.
- Maintaining firm calendar by planning and scheduling conferences, confirm client appointments, assisting attorneys with travel arrangements.
- Copying, scanning and overall client file maintenance in physical and electronic format.
- Processing documents for court filing and service;
- In-person recording of documents at the County Recorder's Office, "court-running" to file court documents or to inspect and/or copy court files;
- Draft basic civil discovery and prepare Judicial Council forms across multiple areas of law
- Process incoming and outgoing mail (open, scan, file hard copy, properly name and file electronic document in appropriate digital folder);
- Accurate litigation calendaring, reminders for attorneys for task completion, upcoming hearing dates, setting regular follow-up tasks;
- Attend appropriate training sessions, seminars and staff meetings;
- Keep diligent time logs of work completed (for billing purposes);
- Miscellaneous administrative or office management tasking as needed.

Minimum Qualifications:

- Minimum of 2 years work experience as a legal assistant or paralegal in (1) civil litigation (2) bankruptcy, or (3) judgment enforcement.
- Must have an Associate' Degree OR hold a certificate from an accredited paralegal or legal assistant program.
- Expert proficiency in Microsoft Word and Adobe Acrobat (OCR'ing documents, editing PDF text)
- Excellent proofreading, spelling, grammar and punctuation skills.

- Typing at least 60 WPM with high accuracy.
- Have a courteous telephone voice and manners as he or she will be responsible for communicating with clients, attorneys, and other firm staff.

Familiarity/Experience With the Below is Desired, but not Necessary:

- Tasking, interaction, and follow-up with litigation vendors.
- Finding, downloading, and building transactional or litigation forms from databases.
- Clio (Practice Management platform), Microsoft Excel, Microsoft OneDrive, Google Docs, Google Sheets, Essential Forms (or other dedicated Judicial Council forms builder programs).
- Process-based tasking and follow-ups.
- Checking and understanding “Local Rules” for filing formats, deadlines, special procedures, or other legal requirements unique to individual counties.
- Research, monitoring, downloading, and general understanding of online civil court dockets in Sacramento and surrounding county courts, Bankruptcy courts, and PACER.
- Experience communicating effectively with civil court filing clerks and other court staff (mainly over the phone, but also via filing cover letters and other correspondence).

How to Apply:

Email the following to Sara@DanielsonKim.com:

1. Your resume.
2. A cover letter that:
 - a. introduces yourself on a personal level;
 - b. sets forth your enthusiasm for the offered position;
 - c. describes your specific skills and qualifications for the job;
 - d. clearly explains why you are a good fit for what we’re looking for;
 - e. confirms a date that you are available to start if chosen for the position; and
 - f. provides three dates and times (within the next 7 days of your email) that you will be available between 5:00 p.m. and 7:00 p.m. for an in-person interview at our office.
3. Provide the contact information for your single best work reference.
4. Answer at least two of the questions below in the body of your email (answers are just a date or a number).

QUESTIONS

To be considered for this position, please answer *at least two* of the following questions and include the question and answer in your email. We do not require you to already *know* the answers to any of these, but we’d like to test your *ability* to look up the answers - a helpful skill in this position.

Assume that we are litigating an unlimited jurisdiction civil case (non-unlawful detainer) in Sacramento County Superior Court and we are subject to the Code of Civil Procedure.

Assuming our client’s hearing on a regular motion (not a Motion for Summary Judgment/Adjudication) is docketed to be held on September 6, 2018.

Question #1: What is the last day that the moving papers must be served on all parties if service is by regular mail?

Question #2: What is the last day that the moving papers must be served on all parties if service is by email (by party agreement)?

Question #3: What is the last day that the moving papers must be served on all parties if there is personal service?

Question #4: What is the opposing party’s deadline to file and serve the opposition papers?

Question #5: What is the deadline to file and serve reply papers?

Question #6: Which Sacramento County Superior Court department presides over “Debtor’s Examinations” (technically called Application and Order for Appearance and Examination of Judgment Debtor - Judicial Council Form EJ-125)?

Question #7: What days of the week/month can you schedule (i.e., set the date for) a “Debtor’s Examination” in Sacramento County Superior Court?

Question #8: Assume that our regular civil trial is set to begin August 31, 2018. What date am I supposed to file any motions in limine in Sacramento County Superior Court?