

SALEM & GREEN

A Professional Corporation
Attorneys

EXECUTIVE ASSISTANT/LEGAL SECRETARY/ CORPORATE PARALEGAL POSITION (TRANSACTIONAL SECRETARY PREFERRED)

Introduction:

Salem & Green, A Professional Corporation ("S&G"), is a boutique law firm in Sacramento, California, that specializes in healthcare (business and regulatory), mergers and acquisitions/dispositions and securities. S&G commenced operations in August 1999. See our website at www.salemgreen.com for additional information about our firm.

We are seeking a full-time executive assistant/legal secretary/corporate paralegal who is self-motivated, detail-oriented, client-interactive and multi-tasking individual with a positive, friendly demeanor. This position is available due to the upcoming retirement in early July of an employee who has been with S&G since S&G's inception in August 1999 (almost 20 years).

Hours:

S&G's normal business hours are 8:30 a.m. to 5:30 p.m. Office staff take staggered lunch hours to ensure phone coverage. This position is full-time and the person for this position would be expected to work from 9:00 a.m. to 5:30 p.m. However, there is some flexibility in establishing hours and lunch hours.

Office Attire:

S&G's office attire is business casual.

Location/Parking:

The office is currently located at 3604 Fair Oaks Blvd., Suite 200, Sacramento, CA 95864. In late August this year, S&G will be moving to 655 University Avenue, Suite 200, Sacramento, CA 95825. Free parking is available.

Responsibilities:

General. This position is a hybrid position in a small boutique transactional law firm (six attorneys and a total of 10.5 FTEs). The current mix of work for this position is as follows:

- Executive Assistant = 50%
- Legal Secretary = 40%
- Corporate Paralegal = 10%

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Responsibilities (continued):

The Executive Assistant functions include new client screening/conflict checks; setting up meetings and conference calls for attorneys; opening/closing files; general administrative functions (filing, support for client marketing/relationships (including holidays gifts); support to the Managing Shareholder for certain administrative activities; maintaining MCLE records for paralegals and attorneys, including quarterly monitoring and reminders; and planning S&G internal events—birthday celebrations, etc.).

As legal secretary, the person for this position will support two (or 2.5) attorneys in a transactional environment. This office primarily prepares letters, lengthy legal memoranda, agreements, summaries and charts. S&G is not a litigation firm and generally does not require the production of documents that would normally be filed within any court system. The person would answer the phones and occasionally do transcription of dictation by attorneys.

The person for this position should have the ability to proof documents for typographical and grammatical errors, including proper usage of punctuation.

The person would also provide a modest amount of services as a Corporate Paralegal. If an otherwise qualified candidate is interested in the position but is not certified as a Corporate Paralegal, S&G will pay for the person to become certified and the person can use S&G “down time” to work on obtaining their paralegal certificate.

Knowledge of Microsoft Word is Required. The person for this position should be able to do the following tasks with ease: (1) set up basic formatting, including proper use of margin settings, knowledge of paragraph settings and spacing between paragraphs, formatting columns/tables, use of footnotes, headers/footers, and setting styles; (2) use section and/or page breaks—absolutely knowing the difference between the two; (3) use of automatic page numbers and the different usage of those numbers between sections; (4) create and update table of contents; (5) navigate in and out of *Microsoft Word*, between the desktop, e-mail, servers, etc. Familiarity with *Excel* is a plus, as is an ability to create graphic flow charts and other presentation materials. A higher level of proficiency with *Microsoft Word* is also a plus.

Knowledge of Microsoft Outlook. Knowledge of general e-mail usage is a necessity, since this office relies heavily on corresponding with clients and others by e-mail. This includes knowing how to (1) properly attach a document to your outgoing e-mail and (2) retrieve and save the attached documents provided by e-mail.

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Responsibilities (continued): *Knowledge of Microsoft Calendars.* Knowledge of general calendaring is also a necessity. Most of the attorneys maintain a busy calendar, and some have a personal calendar linked to their office calendar so it would be very important for the new person to be able to work with the calendars efficiently.

Transcription Experience. One of the attorneys uses transcription as a method for drafting letters, long memos and other types of documents on occasion. The person for this position should have sufficient experience in this area, although this could be waived for an otherwise qualified applicant as the firm's other legal secretary can do transcription and S&G recognizes that this is becoming a lost art.

Filing. The person for this position will assist in maintaining the files of the office.

Phone Skills. The person for this position will be expected to answer the phones, assisting one other person with the phones. The phone system is very simple and the person for this position should answer the phones in a professional manner, keeping the confidentiality of our clients and the integrity of the firm in mind.

Benefits: S&G prides itself on an excellent benefits package. S&G's benefits usually exceed the benefits offered at other law firms. Currently, employees receive 100% employer-paid health and dental coverage for employees (spouse/domestic partner and dependents subject to monthly cap) (additional cash compensation for employees who opt out of coverage by taking group coverage through a spouse/partner), life insurance, disability coverage, vacation and sick time allowances, bereavement leave and paid holidays; employer-funded contributions to a profit sharing plan (currently at least 16.8% of W-2 income after a 12-month waiting period, with semi-annual entry periods and subject to a two-year vesting requirement).

Job Classification: Non-Exempt. Overtime is paid in accordance with applicable law.

Salary: Negotiable, depending on the skill-set of the candidate. Salary is competitive with the local market. S&G has also historically paid bonuses to this position based on performance.

How to Reply: Please e-mail a cover letter and resume to Julie Green, Managing Shareholder at jobs@salemgreen.com. Please include salary requirements.

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Availability:

This position is available immediately. Ideally, this person would be trained by the person who is retiring on July 3, 2019. S&G is willing to hire this person immediately, but, also has some flexibility to allow for a shorter training period if the candidate needs or desires a later starting date.