

Paralegal/Law Clerk

The Sterling Law Group, A P.C.'s primary focus is on Trust & Estate/Business Litigation. We are located in Roseville, CA. The firm also handles Probate matters, Trust Administration, and Estate & Business Planning. We are seeking an experienced Paralegal or Law Clerk to join our close-knit family atmosphere firm.

Applicants MUST have a minimum of 3 years experience in one of the areas of law we handle here at the firm (please see our website for more information on those areas www.sterlingcounsel.com). Our ideal candidate will have litigation experience, specifically the ability to handle high volumes of discovery and legal research. This experience may come from other areas of civil litigation, if your knowledge of discovery is strong. Further, our ideal candidate will have knowledge of the filing procedures of all surrounding area courts (Placer, Sacramento, El Dorado, Sutter, Yolo, etc.). However, as a smaller firm, the selected person will also need to be willing to provide reception, handle the phones, filing, running errands, etc. as well. We all pitch in when needed.

Work hours are Mon-Fri 8 a.m.- 5 p.m. We currently offer 14 paid holidays per year; 1-week vacation per year after your 1st year; 2-weeks vacation after 3 years employment; and 3-weeks vacation after 5 years of employment. Retirement (SEP IRA) is available after your 3rd year of employment. Sick leave is provided after 90-days of employment in accordance with the State of CA requirements. Tuition reimbursement for ABA accredited law school (program specifics available upon request). We do not offer medical or dental benefits at this time due to our size. Additional benefits to our work environment can be discussed at an interview.

The position's salary is \$20 per hour to \$35 per hour dependent upon experience and is reviewed at the 90-day mark for increase based on merit.

If you would like to apply for this position, please provide your cover letter and resume, and any other information that you wish us to know while we consider your application. It is preferred that you email directly to jobs@goldensierra.com as it allows for immediate review.