

Administrative Assistant/File Clerk

Johnston, Kinney & Zulaica LLP (“JKZ”) is a boutique San Francisco financial district law firm whose mission is to provide thoughtful and practical solutions to support and protect our clients through life’s challenges. We are a women and minority-owned law firm that currently has 11 attorneys. Our practice areas are estate planning, trust administration, probate and family law. We also specialize in international estate planning, tax, probate and trust administration for high wealth clients, including a significant portfolio of multinational clients in the UK, Mexico, and Central and South America. JKZ attorneys have made significant contributions to the development of LGBT estate planning and family law. We work every day to cultivate trusted relationships with our clients, our employees and our community.

JKZ is currently looking for an Administrative Assistant/File Clerk. This is an entry level, full-time, non-exempt position. Office experience is preferable, but not necessary. Bilingual (English/Spanish) is a plus but not required. The Administrative Assistant/File Clerk must be able multi-task and learn quickly all the while having patience, dedication and a positive attitude.

Duties include but are not limited to: administrative support for two associate attorneys, scanning and saving documents to electronic files, filing documents into their correct physical files, creating and setting up physical client files, making various labels for mailings, estate planning and living trust binders, physical files, etc., billing for time and postage, and serving as primary back up to the Front Desk Administrator during scheduled lunch time and vacation days. Various other projects as assigned.

The successful candidate for Administrative Assistant/File Clerk will possess superb organizational skills to keep track of the correct location of documents and organizing the office so that all attorneys and staff members can locate a file, document or item with ease.

Qualifications:

- Proficiency in Microsoft Office Suite, Outlook, Adobe.
- Solid command of English including excellent spelling, grammar, punctuation, form and style.
- Organized and detail oriented.
- Be able to communicate clearly and work well with a team and on your own.

In addition to a competitive compensation and bonus programs, JKZ also offers medical, dental and vision insurance, disability and life insurance, 401k and Profit Sharing Plan, Commuter Check subsidy combined with pre-tax transit deduction benefit, FSA for Healthcare and Dependent Care, PTO and 10 paid holidays. We also offer paid State Bar and BASF dues for attorneys and paralegals, as well as paid Continuing Legal Education study. Snacks and catered staff and attorney meetings are also a plus! We sponsor quarterly happy hours and firm-wide volunteer days.