

## Probate Litigation Associate Attorney

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 13 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 a motivated associate attorney with at least 5 years' experience in civil litigation, preferably with probate and trust litigation experience, to join our growing probate and trust administration litigation department. Opportunities for career growth and partner-track candidates are encouraged to apply. The successful candidate will have strong organizational, interpersonal and communication skills, excellent research and writing skills, and experience in court appearances and drafting of motions, discovery, etc.

### Qualifications:

- Proficiency in California Rules of Court and local rules.
- Knowledge of the California probate and trust administration process preferred, but not required.
- Proficiency in Microsoft Office Suite and Adobe Acrobat.
- Experience with LexisNexis or Westlaw, Essential Forms, and law firm client management software preferred.
- Ability to manage, train and work with paralegals and legal assistants.
- Client management skills from intake through resolution.
- Positive attitude, intellectually curious, dependable and motivated.
- Bilingual or Spanish proficiency candidates are especially invited to apply.
- Active member of the California State Bar.

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.