

Job Opening
Trusts & Estates Legal Administrative Assistant

Hoge Fenton is a **multi-service** law firm headquartered in Silicon Valley providing legal services in a broad range of areas of law. We are recruiting for a full-time **Trusts & Estates Legal Administrative Assistant**. This position will be located in our **San Mateo office**. This position supports the firm's Trusts and Estates Practice Group.

Job Duties and Responsibilities:

- Maintaining attorney calendars; schedules conferences and meetings; calculates, records and monitors court appearance dates, pleadings and deadlines
- Preparing preliminary estate planning documents at the direction of the attorney
- Preparing estate planning binders with copies of signed estate planning documents; sending binders and original documents to clients in accordance with the Probate Code and firm policies
- Handling electronic and in-person filings of court pleadings and service of notices and pleadings in accordance with the Probate Code and firm policies
- Recording deeds and other documents with the assessor-recorder
- Working efficiently and effectively using the firm's systems, software, and procedures; maintaining proficiency in all systems
- Backing up assigned team members
- Maintaining client files and administrative files in accordance with firm policies and procedures
- Communicate regularly with clients and potential clients, gathering necessary information to commence a case

Education, Experience, Skills:

- Knowledge of legal calendaring and familiarity with filing in Probate Court required
- Superior attention to detail and the ability to prioritize workload, as well as familiarity with the Microsoft Office suite of programs
- Must be able to prioritize and manage deadlines, think critically and analytically in a pressured environment, communicate clearly and effectively with others in the firm, and work collaboratively and cooperatively.
- College degree is preferred.

Physical Requirements:

- Essentially a sedentary position
- May be required to travel to other work locations for meetings, document production and/or trial
- Normal effort of general office work typically including bending, moving and lifting up to 25 pounds; working at computer terminals and telephones

The hourly salary range for this position is \$42.00 to \$49.00. This salary range represents the firm's good faith and reasonable estimate of the range of possible compensation at the time of posting. Actual compensation will depend upon a number of factors, including but not limited to, the candidate's years of experience, qualifications, and skill set.

After an initial orientation and training period, requests for a one day a week remote work schedule will be considered.

Hoge Fenton has a strong commitment to diversity. We strive to recruit and retain a work force that welcomes and supports the interests of women, families, and people of any age, race, creed, religion, color, national origin, ethnicity, gender, sexual orientation, or gender identity/gender expression, disability, or military or veteran status.

Please submit your cover letter or email, resume, and salary expectations to Debbie Sanders, Director of Human Resources and Operations; debbie.sanders@hogequenton.com. No phone calls or recruiter submissions please.