

**Law Firm Administrator
Sacramento, CA**

Johnson Schachter & Lewis, A PLC is seeking an experienced, highly organized, and professional Law Firm Administrator to lead the daily operations of a well-established civil defense litigation firm representing public and private entities throughout California. The ideal candidate is detail oriented, dependable, and capable of managing multiple responsibilities in a fast-paced legal environment; someone who can work with firm management in a small, close-knit atmosphere to ensure the firm runs smoothly and effectively.

Key Responsibilities include:

- Overseeing daily office operations and administrative functions
- Managing office vendors, supplies, equipment, and facilities
- Managing all HR-related functions, including recruitment, supervision of administrative staff, employee relations, onboarding and offboarding of employees, and employment records, policies, procedures, and compliance
- Managing billing, accounts receivable, accounts payable, and general bookkeeping and accounting functions
- Managing payroll and employee benefits in coordination with outside vendors
- Overseeing firm technology and systems in coordination with outside vendors
- Ensuring compliance with legal, regulatory, and insurance requirements including coordination with brokers
- Coordinating and managing outside service providers
- Maintaining office policies, procedures, and workflow systems
- Assisting attorneys and staff with administrative and operational needs
- Coordinating calendars, meetings, travel, and firm events as needed
- Helping to maintain a professional, organized, and collaborative office environment

Qualifications:

- Prior law firm administration experience required
- Strong organizational skills and attention to detail
- Ability to manage multiple priorities independently
- Professional communication and interpersonal skills
- Experience with legal billing, bookkeeping, and office management
- Proficiency with Microsoft Office and general office technology
- Familiarity with legal billing systems and litigation support preferred
- Ability to maintain confidentiality and exercise discretion

What We Offer

- A collaborative and supportive team environment
- Competitive compensation based on experience
- Health and Dental benefits
- FSA
- 401k (with matching)
- Paid time off and holidays
- Opportunity to work with a respected and established litigation firm

Location

Sacramento, California

To Apply

Please submit a resume and brief cover letter describing your experience and interest in the position to kristen@jst-law.com