



This is a fantastic opportunity to work with a seasoned family law sole practitioner in a small office environment. Family law is an exciting yet challenging environment. If accepted, you will be given the opportunity to be the first encounter with potential and existing clients navigating stressful periods of their life. This is an ideal position for someone hoping to gain experience in the family law arena or applicants who already have related experience and wish to build upon it.

Qualified applicants will (1) have some previous legal experience, either through working at a law firm or through a degree in paralegal or legal studies; (2) be bilingual in English and Spanish; (3) be detail-oriented; (4) be able to communicate effectively, in writing and while speaking; (5) demonstrate high proficiency with Microsoft Word, Outlook, and Adobe Acrobat; (6) have outstanding multitasking skills and (7) have a sincere interest in working in a fast-paced and challenging family law environment.

Accepted applicants will be responsible for gathering and exchanging mandatory disclosure, e-filing, submissions through Court Maps, drafting simple pleadings and motions, billing, collecting, and interfacing with clients and opposing counsel/staff.

This position has flexibility for a 30-hour work week and rarely requires any overtime. There is paid on-site parking in a highly sought-after area near Miracle Mile.

Initial interviews will be conducted over phone or Zoom and any subsequent interviews will be in-person.

Compensation is in the range of \$22-\$30/hour depending on the qualifications of the applicant. No other benefits.

Resumes should be emailed to jennifer@sardinalaw.com. No phone calls please. You will be contacted via email and/or phone