



MILLER STARR  
REGALIA

# Careers

## Working at MSR

We believe in good, hard work and solid professionalism. But we also believe in balancing life with work. So, we have created an environment where employees can thrive professionally and personally and where our work consistently exceeds our clients' expectations.

We are one of the few mid-sized firms in California that consistently practices law at the highest level, both in terms of the clients we represent and the legal issues we handle.

## EEO Statement

Miller Starr Regalia is an Equal Opportunity Employer.

We adhere to an employment policy that prohibits discriminatory practices or harassment against applicants or employees based on any legally impermissible factor including, but not necessarily limited to, race, color, religion, creed, sex, national origin, ancestry, age, alienage or citizenship status, marital or familial status, domestic partnership status, caregiver status, sexual orientation, gender, gender identity or expression, change of sex or transgender status, genetic information, medical condition, pregnancy, childbirth or related medical conditions, physical or mental disability (where the applicant or employee is qualified to perform the essential functions of the job with or without reasonable accommodation), any protected military or veteran status, or status as a victim of domestic or dating violence, sexual assault or offense, or stalking.

## Employee Benefits

Miller Starr Regalia offers a competitive benefits package to attorneys and professional staff, which include:

- Firm Sponsored Group Life & AD&D Insurance
- Firm Sponsored Long-Term and Short-Term Disability Insurance
- Medical Insurance – Employer contributions for employee and dependent monthly premiums
- Dental Insurance – Employer contributions for employee and dependent monthly premiums
- Flexible Spending Accounts for Medical, Dependent Care and Commuter Expenses
- Voluntary Long-Term Care Insurance

## Additional Benefits

- 401(k) Savings Plan

- Profit Sharing

## **Professional Development**

- Tuition reimbursement account for external continuing legal education.
- Firm sponsored in-house training programs for continuing legal education, technical skills and professional and personal development.

*The benefits outlined are subject to modification or termination at any time without notice.*

# **Attorney Opportunities**

## **Litigation Associate Attorney | 2 – 6 Years**

SEPTEMBER 23, 2025

**Employment: Full-Time Litigation Associate Attorney**

**Location: Walnut Creek, CA**

We are seeking a litigation associate with 2 - 6 years of proven litigation experience. Familiarity in sophisticated commercial litigation involving real property is preferred, but not required. Candidates should possess excellent oral and written advocacy skills and be detail oriented with superior organizational skills and the ability to handle litigation matters independently. Attorneys are afforded an unlimited hybrid schedule.

Miller Starr Regalia endeavors to attract, hire and promote individuals from different backgrounds and experiences. We believe a diverse workforce leads to a greater variety of ideas, perspectives and outcomes. We provide mentoring and foster a supportive environment for attorneys at all levels of their careers to foster professional growth and advancement.

Projected annual salary range for this role is \$190,000 - \$240,000. Actual compensation will depend on various factors, including relevant skills and experience. Salary is one component of Miller Starr Regalia's total compensation package, which may also include firm-sponsored benefits and bonuses.

Submit Resume to: [recruiting@msrlegal.com](mailto:recruiting@msrlegal.com)

# **Professional Staff Opportunities**

## **Payroll Clerk / Administrative Assistant**

FEBRUARY 9, 2026

**Employment: Full-Time Payroll Clerk / Administrative Assistant**

**Location: Walnut Creek, CA**

We are seeking a Payroll Clerk / Administrative Assistant to work directly with the Executive Director, Human Resources Manager, and Accounting Department Manager in our Walnut Creek office.

Ideal applicants will manage various payroll and administrative responsibilities effectively, foster constructive interactions with both attorneys and staff, and consistently demonstrate a positive customer service attitude.

Payroll Experience/Skills Requirements: 5+ years of payroll and benefits processing with either Paychex or ADP major markets. Extensive reconciliation and spreadsheet skills. Knowledge of employee health and benefit plans and experience with third party benefit vendors. The ability to meet strict deadlines and apply disciplines of internal controls. Solid knowledge of Wage and Hour and HIPAA laws, state and federal payroll tax rules and regulations. Law firm (and/or professional business) experience a plus.

Administrative Skills/Experience Requirements: 3+ years of administrative or executive assistant experience. Perform clerical tasks related to all phases of employment, maintaining personnel records and filing and possess excellent verbal and written communication skills. Assist ED and HR Manager as needed with such tasks as maintaining internal reports, recruitment and staffing, employee performance reviews, coordination of firm records, interaction with all firm departments, firm meeting and event coordination, including presentation creation and other administrative functions, as required.

Computer Skills Requirements: Payroll (preferably Paychex) and benefits programs, MS Office programs (Excel, Word, Outlook, PowerPoint), pdf and other database programs.

This role encompasses a variety of duties suited for an organized and proactive team member who excels at managing multiple tasks within a dynamic professional environment. The ideal candidate will demonstrate initiative, sound judgment, and exceptional attention to detail. They should exhibit diplomacy when addressing complex situations and uphold discretion and confidentiality at the highest level, at all times. Additionally, the candidate must perform effectively under pressure, consistently meeting deadlines and managing challenges of any scale.

This is a full-time position, Monday through Friday, seven hours per day. Full-time non-exempt staff are offered a voluntary remote hybrid schedule. Employees select a regular schedule to work two days remote and three days in our Walnut Creek office. The projected annual salary range for this role is \$60,000 - \$80,000. Actual compensation will depend on several factors, including relevant skills and experience. Salary is one piece of Miller Starr Regalia's total compensation package, which includes firm-sponsored benefits. EOE. Resumes to Director of HR ([recruiting@msrlegal.com](mailto:recruiting@msrlegal.com))

Submit Resume to: [recruiting@msrlegal.com](mailto:recruiting@msrlegal.com)