

Job Title of this Position	Law Office Assistant
Name of Organization	Costello & Black, P.S.
Website	www.costello-black.com
Job Location Address	1000 Second Avenue, Suite 1780, Seattle, WA 98104
Contact / Supervisor	Shirley Ellis
Phone Number	206-749-5020
E-mail	saellis@costello-black.com
<u>Hourly</u> Pay Rate (indicate a range)	12.00
Employment Period	Summer Only [<input type="checkbox"/>] Academic Year [<input type="checkbox"/>] Summer & Academic Year [<input checked="" type="checkbox"/>] (7/1/2008- 9/23/2008) (9/24/2008-6/12/2009) (7/1/2008 – 6/12/2009)
Hours per week	Summer: full time program 40 hrs/wk [<input type="checkbox"/>] part time program up to 19 hrs/wk [<input type="checkbox"/>] Academic Year: up to 19 hrs/wk [<input checked="" type="checkbox"/>]

Nature of Business or Organization:
Law Office

Duties and Responsibilities:
Assist attorneys and support staff in a small and busy law office. Telephone reception, greeting clients, routing incoming and outgoing correspondence and pleadings, filing, messengering court filings, word processing correspondence and pleadings, Xeroxing, fax and scan/pdf preparation, preparation of client files, trial, working and litigation notebooks, running the related errands.

Minimum Qualifications:
Strong organizational skills. Attention to detail. Word processing and basic software proficiency. A strong work ethic. Good communication and professional attitude.

Educational Benefits:
Hands on experience in legal field. Intern will have exposure and participate in cases that go to court. Intern will be taught general professionalism skills such as client contact, correspondence preparation and other research and writing skills

(For Work Study Office Use Only)

JOB NUMBER 65CBL01

REIMBURSEMENT RATE:

FEDERAL % **STATE** 65 %