

Job Title of this Position	Legal Assistant
Name of Organization	Carney & Marchi P.S.
Website	<a href="http://www.carmarlaw.com">www.carmarlaw.com</a>
Job Location Address	108 S. Washington, Suite 406, Seattle, WA 98104
Contact / Supervisor	Michele Carney
Phone Number	206-224-0909
E-mail	mcarney@carmarlaw.com
Hourly Pay Rate (indicate a range)	\$13-\$20 per hour
Employment Period	Summer Only [ <input type="checkbox"/> ]      Academic Year [ <input type="checkbox"/> ]      Summer & Academic Year [ <input checked="" type="checkbox"/> ] <small>(7/1/2008- 9/23/2008)                      (9/24/2008-6/12/2009)                      (7/1/2008 – 6/12/2009)</small>
Hours per week	Summer: full time program 40 hrs/wk [ <input checked="" 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 Firm. Primary areas of focus are immigration and criminal defense litigation.

**Duties and Responsibilities:**

Responsible for preparing immigration forms, answering phones, correspondence, drafting motions and administrative work.

**Minimum Qualifications:**

Would prefer a Spanish speaker

**Educational Benefits:**

Experience in gaining knowledge in a busy law practice. Will learn in-depth knowledge of immigration cases and criminal defense.

(For Work Study Office Use Only)

JOB NUMBER \_\_\_\_\_

REIMBURSEMENT RATE: FEDERAL \_\_\_\_\_ % STATE \_\_\_\_\_ %