

Work Study Job Description

Job Title	Law Office Assistant
Department Name	Law School Innocence Project Northwest Clinic
Job Location	Law School
Pay Rate	\$10.00 - \$10.00
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Laura Fox
Phone Number	206-616-8009
Email Address	lauraf6@uw.edu
Website	http://www.law.washington.edu/Clinics/IPNW/
Box Number	35110

Nature of Organization

The Innocence Project Northwest provides free legal assistance to convicted prisoners whose actual innocence can be proven through DNA testing or other newly discovered evidence.

Duties and Responsibilities

Process incoming requests from prisoners, input data into client database, help organize and maintain client files along with a number of other administrative tasks.

Minimum Qualifications

- Experience working in an office environment
- Computer proficiency and knowledge of database applications
- Detail oriented
- Highly organized
- Interest in subject matter of our Clinic and/or other justice issues

Educational Benefits

Experience first-hand the operation of a small law firm and practically apply your passion for justice.

How to Apply

Program: Federal