

Work Study Job Description

Job Title	File Clerk
Organization Name	Forsberg & Umlauf., PS
Job Location	Downtown Seattle
Address	901 5th Ave Seattle Wa 98164
Pay Rate	\$11.00 - \$13.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Karin Holden
Phone Number	206-689-8500
Email Address	kholden@forsberg-umlauf.com
Website	kholden@forsberg-umlauf.com

Nature of Organization
Forsberg & Umlauf, P.S. Litigation Defense Law Firm
Duties and Responsibilities
Provide file room support with filing, organizing and completing various file room projects and document management tasks.
Minimum Qualifications
Must be reliable and detail oriented.
Educational Benefits
This entry level position allows a candidate to view the inside workings of how a law firm runs. It will also provide experience working within a structured, organizational environment.
How to Apply