

Work Study Job Description

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| Job Title | Legal Intern |
| Organization Name | Law Offices of Frederick P.S. Whang |
| Job Location | |
| Address | 615 South Lane Street, Suite 301 Seattle Washington 98104 |
| Pay Rate | \$10.00 - \$15.00 |
| Employment Period | Summer, Academic Year |
| Hours Per Week | 40 hrs/wk, 19 hrs/wk |
| Contact Supervisor | Lien Thai |
| Phone Number | (206) 223-11 |
| Email Address | lienthai@qwestoffice.net |
| Website | N/A |

Nature of Organization

Private practice firm dealing mostly with criminal, family, personal injury, and immigration law.

Duties and Responsibilities

1. Legal research for immigration, family, criminal, and personal injury matter.
2. Conduct client file organization by contacting health care providers, insurance company, witnesses, and clients for case settlement.
3. Maintain records and confidential material, interact with and assist clients daily.

Minimum Qualifications

Legal writing, legal research, acceptable grades for courses taken.

Educational Benefits

Legal research, client/witness interviewing skills, court procedures, law office management, and opposing counsel interaction and relationship.

How to Apply

Submit resume, cover letter to lienthai@qwestoffice.net with contact information