

Work Study Job Description

Job Title	Document Receiver, Intern
Organization Name	Rekhi Law Firm, PLLC
Job Location	1411 4th AVE., ste. 1101, Seattle WA 98101
Address	1411 4th Ave., ste. 1101 Seattle WA 98101
Pay Rate	\$10.00 - \$11.00
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	HARDEEP REKHI
Phone Number	206-388-5887
Email Address	hsrekhi@rekhilawfirm.com
Website	

Nature of Organization
Law Firm
Duties and Responsibilities
<ul style="list-style-type: none"> * Review Documents * Filing Clerk * File Documents * Manage client documents
Minimum Qualifications
<ul style="list-style-type: none"> * Must have undergrad. degree * Going to Law School
Educational Benefits
* Student will be able to be part of a small law firm, learn how to operates.
How to Apply