

Work Study Job Description

Job Title	Office assistant (law firm)
Organization Name	Law Offices of Melanie A. Maxwell
Job Location	Seattle
Address	Seattle (Fremont district) WA 98103
Pay Rate	\$ - \$12.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Melanie Maxwell
Phone Number	(206) 405-18
Email Address	mamaxwell@familylawinseattle.com
Website	

Nature of Organization
Law firm (family law).
Duties and Responsibilities
General office support including filing, organization, billing, data entry, typing, and reception.
Minimum Qualifications
High School diploma.
Educational Benefits
Learn how to function well in a fast-paced, successful, litigation law firm, performing administrative and general office support duties.
How to Apply
Please send your resume to me via email.