

Work Study Job Description

Job Title	Legal Assistant Trainee
Organization Name	Feldman & Lee, PS
Job Location	Lynnwood
Address	19303 44th ave, west Lynnwood WA 98036
Pay Rate	\$9.04 - \$10.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	James Feldman
Phone Number	425-771-3600
Email Address	
Website	

Nature of Organization
Law Firm
Duties and Responsibilities
<ul style="list-style-type: none"> * Organize and manage case files. * Handle client inquiries. * Assist primary, legal assistant with drafting documents, billing, legal research, correspondence. * Office management
Minimum Qualifications
High school diploma or GEd, professional writing skills, organizational skills, ability to multitask, ability to complete a task start to finish. Communication skills.
Educational Benefits
Student will gain ability to work as legal assistant, learning the functions of a law office in the roles of each team member.
How to Apply