

Work Study Job Description

Job Title	Law Clerk
Organization Name	Law Office of David S. Roth
Job Location	downtown Seattle
Address	downtown Seattle Seattle WA
Pay Rate	\$10.00 - \$10.00
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	d Roth
Phone Number	2064478665
Email Address	david@legalroth.com
Website	http://www.rothlegal.com

Nature of Organization
I am a sole practice personal injury attorney. I exclusively represent injury victims in cases arising from car, pedestrian, bicycle, truck, and slip/trip and fall injuries.
Duties and Responsibilities
Filing, answering phones, setting up claims, gathering insurance and claim information, drafting letters under supervision (possibly), drafting some legal pleadings, organization of medical records, calling clients, insurance companies, and medical offices.
Minimum Qualifications
Excellent writing and speaking skills, professional demeanor and attitude, customer and prior office experience a plus. Excellent organizational and listening skills.
Educational Benefits
Exposure to working law office. Excellent experience especially for law school candidates.
How to Apply
Send a cover letter and resume to david@legalroth.com