

Work Study Job Description

Job Title	Office Assistant
Organization Name	The Vyvyan Law Office
Job Location	Seattle/Eastlake
Address	2000 Fairview Ave E #102 Seattle WA 98102
Pay Rate	\$10.00 - \$
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Dawn Vyvyan
Phone Number	2066283014
Email Address	dpvyvyan@att.net
Website	

Nature of Organization

Small law office in the Eastlake neighborhood. I am a sole practitioner and practice in the land use, Indian law, environmental and business law. I also do government affairs work for clients with the State Legislature and Executive Branch.

Duties and Responsibilities

Assist in organization of paperwork and file keeping. Make phone calls to clients or other entities to assist in information gathering. Organize mail and assist in making appointments.

Minimum Qualifications

An interest in organization and the subject matter of my practice of law. Good phone and interpersonal work with clients, the public and government officials. Must like to sort through paperwork and do filing. Some law office experience is a plus, but not necessary. Must like the day to day practice of organizing my calendar and activities.

Educational Benefits

An undergraduate or graduate student.

How to Apply

Send a letter of interest, resume and explanation of why you are right for this job.