

## Work Study Job Description

<b>Job Title</b>	Document Clerk
<b>Organization Name</b>	Leemon and Royer
<b>Job Location</b>	Seattle/Belltown
<b>Address</b>	2025 2nd Ave., Suite 610 Seattle WA 98121
<b>Pay Rate</b>	\$13.00 - \$13.00
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	40 hrs/wk, 19 hrs/wk
<b>Contact Supervisor</b>	Nicole Scibelli
<b>Phone Number</b>	206-269-1100
<b>Email Address</b>	nscibelli@leeroylaw.com
<b>Website</b>	<a href="http://www.leeroylaw.com/">http://www.leeroylaw.com/</a>

### Nature of Organization

We are a law firm that specializes in Medical Malpractice and Personal Injury matters, as well as representing victims of violent crimes, sexual abuse, and negligence of government agencies, etc. (See our website).

### Duties and Responsibilities

Entry-level opportunity! Mid-sized downtown law firm seeking responsible, organized, detail oriented individual to provide clerical support (copying, faxing, file organization, etc.) to our legal staff. This position offers training and the potential to do substantive work when the individual is ready, and we offer the chance for potential future lawyers to work with some of the top lawyers in the state. We require a solid work ethic, desire to help wherever needed, and interest in a law firm environment is required.

### Minimum Qualifications

We are looking for an individual who is interested in the practice of law. Prior office experience is a plus.

### Educational Benefits

This position offers training and the potential to do substantive work when the individual is ready, and we offer the chance for potential future lawyers to work with some of the top lawyers in the state.

This position will show an individual how a law firm works and what goes into prosecuting a case from beginning to end.

### **How to Apply**

Resume and cover letter, sent via email.

No phone calls please.

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Job Number: 40LERO01 | Category: | Program: State | Reimbursement Rate: 40%