

Work Study Job Description

Job Title	Legal Assistant
Organization Name	Lyons Sullivan
Job Location	Downtown Seattle
Address	1111 Third Avenue, Suite 2890 Seattle WA 98101
Pay Rate	\$10 - \$12
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Bridgette Knoll
Phone Number	206-623-6440
Email Address	bknoll@dljlaw.com
Website	http://www.dljlaw.com

Nature of Organization

Lyons | Sullivan is a law firm that concentrates its practice on commercial transactions, estate planning, federal, state and municipal tax planning, post-mortem trust and estate administration, and related dispute resolution.

Duties and Responsibilities

Assist attorneys and paralegals in a small and busy law office. Telephone reception, greeting clients, routing incoming and outgoing correspondence, filing, assembling and coordinating court filings by e-filing or messenger, word processing of correspondence and pleadings, Xeroxing, fax and scan/pdf preparation, and preparation of client files.

Minimum Qualifications

This position requires strong organizational skills with an attention to detail, strong work ethic, good communication skills, and professional attitude. Applicant must handle confidential information in a professional manner. Proficiency in Microsoft Office and general computer skills is a must. Experience in a professional office setting preferred.

Educational Benefits

This experience gives the student exposure to legal work normally encountered in a small firm environment. The student will become familiar with issues encountered in litigation, business, estate, and trust matters.

How to Apply

Please provide a resume with a cover letter via fax, email or USPS.

Job Number: 40LYON01 | Category: | Program: State | Reimbursement Rate: 40%