

Work Study Job Description

Job Title	Administrative Assistant
Organization Name	The Law Office of Laura Sell, PLLC
Job Location	Downtown Seattle
Address	1420 5th ave, suite 3000 Seattle WA 98101
Pay Rate	\$10 - \$14
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Destinee Evers
Phone Number	(206) 624-64
Email Address	destinee@sell-law.com
Website	http://www.sell-law.com

Nature of Organization

Law practice specializing in family law.

Duties and Responsibilities

Typical duties include: drafting and managing incoming and outgoing correspondence; maintaining supplies and communicating with vendors; organizing and coordinating meetings, conferences, travel arrangements; and reception duties such as greeting clients and answering a 4-line phone system for two attorneys. This position is responsible for coordinating many different aspects of office activity on a regular basis. The assistant is also expected to perform various errands and personal administrative tasks as requested.

Minimum Qualifications

Ideal candidates are highly focused self-starters with excellent written and verbal communications skills. We are looking for a candidate who is highly motivated and is able to multi-task and prioritize deadlines. Proficiency with Microsoft Office is required.

Educational Benefits

Opportunity to acquire professional office skills (drafting professional correspondence, maintaining client files, handling client inquires and concerns, communicating with vendors, etc.) and to learn legal terminology and court procedures.

How to Apply

Please submit your resume with references and a cover letter to destinee@sell-law.com.

Job Number: 40LASE01 | Category: Office & Administrative | Program: State | Reimbursement Rate: 40%