

Work Study Job Description

Job Title	Paralegal/Legal Assistant
Organization Name	Law Office of Elizabeth Mount
Job Location	Tacoma
Address	615 Yakima Ave Tacoma WA 98405
Pay Rate	\$13 - \$17
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Elizabeth Mount
Phone Number	253-444-4972
Email Address	elizabeth@mountdefense.com
Website	

Nature of Organization

Criminal Defense Firm. We handle both misdemeanor and felony cases in King and Pierce Counties.

Duties and Responsibilities

Opening, organizing, and closing files; drafting letters and simple pleadings; assisting in the investigation of cases by drafting public disclosure requests and subpoenas duces tecum; filing pleadings with the court; calendaring; light legal research; office organization; assisting in trial preparation by preparing trial binders, exhibits, witness lists, and subpoenas.

Minimum Qualifications

Applicants must have legal experience and/or a desire to pursue a career in the law. Applicants must be proficient with basic Office programs and Windows 8. The successful applicant will be expected to learn to use basic video editing and case management software. A writing sample is required from all applicants.

Educational Benefits

This position is an excellent place to get experience in the legal field. The successful candidate will be involved in every stage of a criminal case, from opening files and drafting pleadings to investigation and trial. Those who are interested in pursuing a legal career will have the opportunity to accompany the attorney in court and observe a hearing or trial.

How to Apply

Send a resume, two professional references, and a writing sample to assistant@mountdefense.com.

Job Number: 40LOEM01 | Category: Law | Program: State | Reimbursement Rate: 40%