

## Work Study Job Description

<b>Job Title</b>	Legal Assistant
<b>Organization Name</b>	Bell Flegenheimer
<b>Job Location</b>	Pioneer Square, Downtown Seattle
<b>Address</b>	119 First Avenue South, Ste 500 Seattle WA 98104
<b>Pay Rate</b>	\$10 - \$13
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Melisa Wong
<b>Phone Number</b>	
<b>Email Address</b>	melisa@bellfleg.com
<b>Website</b>	

<b>Nature of Organization</b>
Law Office
<b>Duties and Responsibilities</b>
ASSIST ATTORNEYS WITH COURT FILINGS, PREPARING LEGAL PLEADINGS, MAINTAINING CLIENT FILES, CLIENT INTAKE INFORMATION AND CASE PREPARATION. ASSIST OFFICE MANAGER AND ATTORNEYS WITH BASIC OFFICE DUTIES; FILING, CLIENT CORRESPONDENCE, BANK DEPOSITS, AND SCHEDULING.
<b>Minimum Qualifications</b>
GOOD VERBAL AND WRITTEN COMMUNICATION, ABILITY TO MULTI-TASK AND PRIORITIZE, MAINTAIN PROFESSIONAL DEMEANOR, AND HAVE GOOD ORGANIZATION SKILLS.
<b>Educational Benefits</b>
OBTAIN RELEVANT PROFESSIONAL EXPERIENCE, LEARN DAILY OPERATIONS OF A BUSY LEGAL PRACTICE, EXPAND AND UTILIZE PROFESSIONAL WRITTEN AND VERBAL COMMUNICATION SKILLS.
<b>How to Apply</b>
Please email a cover letter, resume and list of references to melisa@bellfleg.com

Job Number: 40BELL02 | Category: | Program: State | Reimbursement Rate: 40%