

## Work Study Job Description

<b>Job Title</b>	Law Clerk
<b>Organization Name</b>	Law Office of David S. Roth
<b>Job Location</b>	downtown Seattle
<b>Address</b>	downtown Seattle Seattle WA
<b>Pay Rate</b>	\$10.00 - \$10.00
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	d Roth
<b>Phone Number</b>	2064478665
<b>Email Address</b>	david@legalroth.com
<b>Website</b>	<a href="http://www.rothlegal.com">http://www.rothlegal.com</a>

<b>Nature of Organization</b>
I am a sole practice personal injury attorney. I exclusively represent injury victims in cases arising from car, pedestrian, bicycle, truck, and slip/trip and fall injuries.
<b>Duties and Responsibilities</b>
Filing, answering phones, setting up claims, gathering insurance and claim information, drafting letters under supervision (possibly), drafting some legal pleadings, organization of medical records, calling clients, insurance companies, and medical offices.
<b>Minimum Qualifications</b>
Excellent writing and speaking skills, professional demeanor and attitude, customer and prior office experience a plus. Excellent organizational and listening skills.
<b>Educational Benefits</b>
Exposure to working law office. Excellent experience especially for law school candidates.
<b>How to Apply</b>
Send a cover letter and resume to david@legalroth.com