OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Document Clerk
Organization Name	Leemon and Royer
Address	2025 2nd Ave., Suite 610 Seattle, WA 98121
Pay Rate	$13.00 - $13.00
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Nicole Scibelli
Phone Number	206-269-1100
Email Address	nscibelli@leeroylaw.com
Website	http://www.leeroylaw.com/
EIN	46-0467266

Nature of Organization
We are a law firm that specializes is Medical Malpractice and Personal Injury matters, as well as representing victims of violent crimes, sexual abuse, and negligence of government agencies, etc. (See our website).
Duties and Responsibilities
Entry-level opportunity! Mid-sized downtown law firm seeking responsible, organized, detail oriented individual to provide clerical support (copying, faxing, file organization, etc.) to our legal staff. This position offers training and the potential to do substantive work when the individual is ready, and we offer the chance for potential future lawyers to work with some of the top lawyers in the state. We require a solid work ethic, desire to help wherever needed, and interest in a law firm environment is required.
Minimum Qualifications
We are looking for an individual who is interested in the practice of law. Prior office experience is a plus.
Educational Benefits

This position offers training and the potential to do substantive work when the individual is ready, and we offer the chance for potential future lawyers to work with some of the top lawyers in the state.
This position will show an individual how a law firm works and what goes into to prosecuting a case from beginning to end.

How to Apply

Resume and cover letter, sent via email.
No phone calls please.

Job Number: 40LERO01 | State 40% | Closed