OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

Work Study Job Description

Job Title	Legal Researcher/Assistant
Organization Name	Lowell Dale Young, LLC
Job Location	North Seattle
Address	PO Box 25510 Seattle WA 98165
Pay Rate	$16 - $25
Employment Period	Summer, Academic Year
Hours Per Week	Up to 19 hrs/wk
Contact Supervisor	Dale Young
Phone Number	206-364-0200
Email Address	dale@dlyounglaw.com
Website	

Nature of Organization
Law Firm
Duties and Responsibilities
Legal research and personal assistant to attorney with over thirty years experience practicing law. Legal document preparation for estate planning and real estate matters, plus drafting correspondence and court pleadings. Interaction with legal clients, court personnel, attorneys and others which the firm does business over the phone, by correspondence and in person. Legal research on issues that are likely to come up in the students later law practice.
Minimum Qualifications
Previous experience working in a law office plus one year of law school. Computer, computer software, word processing, scanning, fax, and skills working with the general public over the phone and in person.
Educational Benefits
Intermediate to advanced on the job training for legal assistant (particularly valuable for a law student) monitoring three times weekly by experienced estate planning and real estate attorney. Opportunity for training at several law office venues in Downtown Seattle and North Seattle. Exposure to many types of clients, legal problems, and court personnel that the student may well meet in his or her later practice, as well as the inner workings of a law practice and office administration.

How to Apply
Please send Resume and Cover Letter to dale@ldyounglaw.com, attention to Dale Young.

Job Number: 40DALE01 | Category: Grad Appt | Program: State | Reimbursement Rate: 40%