

## Work Study Job Description

<b>Job Title</b>	Law Clerk
<b>Organization Name</b>	Oshan & Associates, P.C.
<b>Job Location</b>	Downtown Seattle
<b>Address</b>	P.O. Box 861 Mercer Island WA 98040
<b>Pay Rate</b>	\$10 - \$12
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Evan Oshan
<b>Phone Number</b>	(206) 335-38
<b>Email Address</b>	oshanlegal@gmail.com
<b>Website</b>	<a href="http://www.oshanandassociates.com/Welcome.html">http://www.oshanandassociates.com/Welcome.html</a>

### Nature of Organization

Oshan & Associates, P.C. is a law firm in downtown Seattle with a focus on Personal Injury, Immigration, and Criminal Defense.

### Duties and Responsibilities

Assist attorney with preparing legal pleadings and motions, court filings, maintaining client files, client intake information, case preparation. Assist attorneys with basic office duties: filing, client correspondence, bank deposits, and scheduling. Conduct legal research. Assist Attorney with interrogatories and depositions.

### Minimum Qualifications

Excellent verbal and written communication. Ability to multitask and prioritize, maintain professional demeanor, good organizational skills.

### Educational Benefits

Obtain relevant legal professional experience. Expand and practice professional written and verbal communication skills. Learn daily operations of a busy legal practice.

### How to Apply

Please email a cover letter, resume and list of references to oshanlegal@gmail.com.