



Legal Assistant / Case Manager

Schroeter Goldmark & Bender (SGB) is hiring a Legal Assistant / Case Manager.

******Application Deadline: May 1, 2024******

*******Do not delay as applications will be reviewed on a rolling basis*******

About SGB

Schroeter Goldmark & Bender represents and advocates for people who have been injured, discriminated against, sexually harassed, deprived of wages, or otherwise harmed by a company or organization. We believe that all community members need a first-rate legal team working for them when it comes to protecting their rights and fighting powerful defendants.

We are looking for an experienced professional to provide support in a fast-paced practice, focusing mainly on plaintiff's serious personal injury and employment discrimination. Below are the job responsibilities for this role:

Legal Assistant / Case Manager Responsibilities

- Provide attorney administrative support.
- Assist with trial preparations.
- Act as the primary contact for clients, opposing counsel, experts, and witnesses.
- Organize and maintain digital case files.
- Manage document productions within the discovery database.
- Calendar and oversee court deadlines.
- Obtain case-specific documents from third parties.
- Conduct general case research.
- Draft, organize, and prepare correspondence, discovery documents, materials for expert witnesses, and basic court pleadings for attorney review.
- Assist with deposition logistics such as preparing notices and arranging for court reporters.
- File documents electronically with the court following court rules.
- Coordinate and manage the attorney's trial calendar.
- Provide general marketing support.
- Prepare materials for court presentations and e-filings.



Desired Qualifications

- High school diploma or equivalent.
- Working knowledge of state and federal court rules, including electronic filing procedures.
- Familiarity with motions practice in state and federal courts.
- Detail-oriented, organized, and comfortable working under deadlines.
- Strong communication and interpersonal skills are essential.
- Ability to work independently, with self-motivation, initiative, and follow up.
- Ability to prioritize directions from supervising attorney.
- Aptitude for problem-solving technology and software related issues.
- Communicates in a professional and ethical manner.
- Clerical experience or experience in a legal environment preferred.
- Experience with Microsoft Windows systems.
- An interest in helping people seek justice.

Office Location

SGB has a hybrid work from home schedule. Our main office is located in downtown Seattle (Rainier Square Building, 401 Union Street, Suite 3400). Administrative professionals are expected to be in the office on Mondays and Thursdays; and we understand everyone has different accessibility needs.

Scheduled Weekly Hours

SGB has a 37.5-hour work week, this may increase when our workload is heavier. The most common work schedule is Monday through Friday / 8:30 A.M. - 4:30 P.M.

Salary

The salary range for this position is \$60,000 - \$90,000 (depending on experience).

Inclusion

Schroeter Goldmark & Bender is a workplace of respect and inclusion; we encourage applicants from diverse backgrounds to apply.

Apply

Please submit your letter of interest and resume to: Meliora@sgb-law.com.

We look forward to having you join our fun, hard-working, and dedicated litigation team!

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