

Job Title: Paralegal

Application Deadline: January 31, 2024

Start Date: As soon as possible

Salary & Benefits:

- DOQ
- Health insurance, vision, and dental insurance
- Paid sick leave

Luce & Associates is a small law office in Tacoma, Washington. Our main areas of practice are estate planning, guardianships, and probate. We work hard to meet our deadlines but also strive to maintain a fun, laid-back work environment.

We are looking for a self-motivated, organized, and attentive Paralegal to ensure smooth running of the office and ensure effective case management. Must have 2+ years of experience in Probate and Guardianships, and related legal field in law firm setting.

Responsibilities:

- Oral and written communication with clients and other professionals
- Prepare and file case-related pleadings and legal documents
- Answer and direct phone calls
- Manage the firm's calendar
- Maintain client files and manage client deadlines
- Locate client-relevant information and records as necessary
- Act as a witness on legal documents
- Enhance office effectiveness

Desired Skills:

- Great attention to detail
- Excellent written and oral communication skills
- Ability to juggle multiple activities and work under pressure at times
- Familiarity with law, legal procedures/protocols, and superior/municipal court system
- Proficiency in most Microsoft programs
- Welcoming demeanor

Job Type: Full-Time, 40 hours per week. Monday-Friday

To Apply:

To be considered for this position, please submit a letter of interest, and resume to Leyna Sarin, at Melanie.sarin@Lucelawfirm.com