



LE & KITTLESON

PERSONAL INJURY ATTORNEYS

Job Description

We are a small personal injury law firm near downtown Renton. We are looking for a part time legal assistant/ paralegal to support and assist our attorneys advocate for our injured clients.

Job Summary

- Assists attorneys with trial and pre-trial matters

General Accountabilities & Responsibilities

- Assists with the drafting and reviewing of legal documents
- Assists in handling client inquiries and guiding clients through the legal process
- Investigate case facts
- Manages attorney calendar and coordinates obligations
- Organizes and manages client files
- Organizes, enters and cross-references documents in a computerized database
- Obtains, assembles and organizes documents pertinent to litigation
- Prepares discovery requests and responses
- Assists in preparations of statements and declarations of witnesses
- Correspond with insurance companies and opposing counsel
- Assists attorneys organizing and carrying out special projects as assigned

*The company reserves the right to add or change duties at any time

Job Qualifications

- Must have transportation for projects outside of office
- Prefer Associate Degree or law office experience: 1-2 years of related experience

Skills

- Excellent verbal and written communication
- Active listening
- Critical thinking
- Time management
- Coordination
- Judgment and decision making
- Monitoring
- Detail oriented
- Motivated self-starter
- Ability to meet deadlines
- Ability to perform under pressure
- Prioritize- must be able to multitask

Job Types: Full-time, Part-time, Temporary, Internship, Contract

Starting Pay: \$18.00-\$32.00 per hour depending on experience