

Legal Assistant

Montgomery Purdue PLLC, an energetic, mid-sized downtown Seattle law firm, seeks a full time Legal Assistant. We are a full-service business law firm with a 100-year history of providing top quality legal services to our individual and business clients. We're looking to hire a legal assistant / paralegal with at least 6 years of experience who has the ability to support a wide variety of legal practice areas including but not limited to estate planning and estate administration support. Having a paralegal certificate is a plus, but is not required.

Applicants should be detail oriented and be able to successfully manage multiple projects with varying deadlines while maintaining high levels of quality and professionalism.

Other requirements include excellent communication skills (both written and verbal), strong word processing skills, proficiency with Microsoft Office and Adobe Acrobat, experience filing in local, state, and federal courts, and familiarity with document management and case management systems.

Our compensation package includes a hybrid work schedule, competitive salary range of \$70,000 - \$80,000 (dependent upon experience), and a comprehensive benefits package.

Job Type: Full-time

Salary Range: \$70,000.00 - \$80,000.00 per year

Benefits:

- 401(k) retirement plan
- 401(k) contributions
- Health insurance
- Health savings account
- Dental insurance
- Vision insurance
- Firm pays 100% of employee medical premiums (health, dental, and vision)
- Employee assistance program
- Flexible spending account or health savings account
- Paid time off (begins to accrue on the first day of employment at a rate of 1.5 days per month, which equates to 18 PTO days annually for the first 4 years of service)
- Maternity/Paternity leave
- 11 paid holidays
- Transportation subsidy (Orca card)
- Option to work from home 2 days per week after successful completion of 90-day orientation period
- Hired applicant will be eligible to receive annual bonuses

Schedule:

Monday to Friday

37.5 hour work week (7.5 hour workdays beginning at 8:30 AM and ending at 5:00 PM)

COVID-19 considerations:

The firm has implemented several safety measures to ensure a safe workplace. Enhanced cleaning in high touch areas, proof of vaccination or medical waiver is required for all employees, and the right to wear a face covering or other protective equipment help keep our workplace safe.

Education:

Bachelor's (Preferred)

Experience:

Microsoft Office: 2 years (Preferred)

Adobe Acrobat: 2 years (Preferred)

Legal Assistant or Paralegal: 6+ years (Preferred)

Work Location:

Hybrid remote in Seattle, WA 98104

Ellie M. Hathaway | Legal Assistant & HR Generalist

MONTGOMERY PURDUE pllc

701 Fifth Avenue, Suite 5500 Seattle, WA 98104 (206) 682-7090 Direct: (206) 695-1106

ehathaway@montgomerypurdue.com www.montgomerypurdue.com

Privileged or confidential information may be contained in this message. If you are not the intended