



Our team is looking for a paralegal intern with the opportunity to transition into a legal assistant role. Qualifications are: Strong written and verbal communication skills, excellent organizational skills and attention to detail, high degree of professionalism and dependability, strong client service skills, experience using computer applications.

Day to day duties include:

- Receptionist/Answering phones
- Calendaring and scheduling
- Screening potential cases upon initial contact and performing new client intakes
- Opening and maintaining client files
- Communicating with clients, insurance companies and medical providers
- Ordering and organizing medical records
- Verifying patient balances with providers
- Assisting in responding to discovery requests
- Assisting attorneys and paralegals in preparation for deposition, arbitration, trial, and demand packet preparation
- Ordering and maintaining stock of office supplies

*We are also closing and condensing several old files and making them digital. Overwhelming amount of files are cluttering our second conference room and we need someone who can help with this.

Internship opportunity is for the completion of the internship credit for the paralegal program or on the job learning with the opportunity to merge into a legal assistant role. Pay for the legal assistant role will be discussed when the position is offered.

Alla Chepurchenko
Paralegal/Legal Assistant

GREANEY SCUDDER LAW FIRM, PLLC

203 Madison Avenue

Kent, WA 98032

Phone: (253) 859-0220

Fax: (253) 859-0440

Website: www.greaneylaw.com