

LAW OFFICES OF:
JEFFREY M. GRIEFF, P.S.

Our paralegal of 22 years has recently changed career paths and therefore we are looking for a part-time to full-time legal assistant to work with our firm. We are hoping that you would be willing to post a job listing on Highline's job page for the legal studies program.

We are a small office that does mostly corporate work, estate planning and probate. We have a diverse client base. We try to have a laid-back and happy work environment.

We need someone who is very detail oriented and computer savvy. Intermediate/Advanced computer skills (Microsoft 365 suite) including Word, Excel, PowerPoint, Teams, SharePoint, OneDrive, Outlook, Google Drive, Zoom, mail merges, letter development, formatting, telephone, and photocopier. Experience with Clio is a plus (though I am not sure if Highline's legal technology class still teaches Clio).

Excellent written, verbal, and interpersonal communication skills, including the ability to draft correspondence and remarks, read and summarize information, and proofread documents.

Exceptional organizational, time management, and project management skills and a demonstrated ability to prioritize and manage a dynamic and complex client base.

This position, while primarily in office, may have minimal flexibility to work remotely.

The essential functions of the job that must be performed, with or without a reasonable accommodation: This position must be able to regularly work five days per week in an office type environment with occasional evening or weekend hours, possess the ability to primarily sit/stand and use a computer, bend/lift for filing, and lift/push/pull/transport items weighing up to 30 pounds.

We are offering \$18-20 per hour depending on experience. Medical benefits (including Vision & Rx) included as a benefit with 100% premium paid by the employer. Parking paid by the employer in our office building in Downtown Seattle is also included.

Interested candidates may contact me, Kaitlin Miller, via this email, with a copy of their resume and cover letter.

Thank you.

Kaitlin Miller
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