



Legal Assistant or Paralegal Intern

Welcome! You made it to the internship description page!

Schroeter Goldmark & Bender (SGB) is hiring a Legal Assistant or Paralegal Intern for Summer Quarter 2024. During your internship we will help you apply your classroom knowledge to real cases where we are holding powerful groups and individuals accountable for their actions. You will also experience the rhythm of a leading law firm firsthand as you prepare to start your new career or take your next professional step.

About SGB

Schroeter Goldmark & Bender represents and advocates for people who have been injured, discriminated against, sexually harassed, deprived of wages, or otherwise harmed by a company or organization. We believe ordinary citizens need a first-rate legal team working for them when it comes to protecting their rights and fighting powerful defendants.

Legal Staff Intern Responsibilities:

An intern will be exposed to and may perform some or all of these tasks in support of our litigation team:

- Saving and organizing documents.
- Calendaring deadlines.
- Scheduling meetings.
- Ordering records.
- Doing online research.
- Helping with Filings.
- Reviewing and Summarizing documents.

Desired Qualifications

- High school diploma or equivalent.
- Enrollment in courses in pursuit of degree in Legal Secretary Studies, Paralegal Studies, or related field.
- Clerical experience or experience in a legal environment preferred.
- Experience with Microsoft Windows systems.

Applications due by: May 15, 2024



Location

Our office has a hybrid work schedule. Our office is in downtown Seattle (Rainier Square Building, 401 Union Street, Suite 3400). We prefer interns to work most of their time in person and we understand everyone has different accessibility needs. Please reach out to us to discuss your needs.

Scheduled Weekly Hours

We anticipate interns working 15 hours per week until their graduation needs are met (approximately 10 weeks). And if a more condensed internship would be better for you please let us know. We are happy to discuss alternative work schedules.

Anticipated start date: June 17, 2024

Proposed pay: \$20.00 / hour.

Please submit your letter of interest and your resume to Meliora@sgb-law.com

SGB is a workplace of respect and inclusion; we encourage applicants from diverse backgrounds to apply.