



# McKINLEY IRVIN

FAMILY LAW

## Job Description

**Title:** Legal Assistant/Paralegal Intern

**Reports to:** Legal Services Manager

**FLSA Classification:** Non-Exempt

**Status:** Temporary Intern

**Location:** Tacoma Office

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## Summary

This role reports to the Legal Services Manager and works under the technical direction of a legal team member. The Legal Assistant engages in a wide range of legal support, including general clerical and administrative activities, to assist Attorney Teams to provide stellar support to their clients. This position's responsibilities include drafting and recordkeeping activities to ensure a smoothly run office and great experience for our teams and our clients.

This Legal Assistant/Paralegal Intern will track and record all time spent on various tasks, entering hours into the firm billing system.

On top of day to day immersion into client matter lifecycle, learning opportunities in this role will also include:

- Shadowing the Client Services Department to learn the intake process, conflict of interest check, observe how clients pay their bill and observe a mock consultation
- Becoming familiar with Adobe Acrobat Pro DC and its various functions
- Learning E-filing in Pierce and other Counties
- Observing case status meetings

## Essential Duties/Responsibilities

- Draft simple correspondence and pleadings
- Document recording
- Open and close new client files
- Scanning, printing, and copying
- Assist with detailed categorization and document indexing of client paperwork (tax returns, paystubs, etc.)
- Create and print envelopes and labels, affix correct postage, and observe established mailing procedures (certified mail tracking, FedEx, etc.)
- Prepare and assemble hearing and trial binders
- Order hearing CDs/audio and transcripts
- Prepare legal messenger slips for routine delivery
- Perform work-flow requests such as requesting a client check, or closing a file
- Perform routine background and document checks and retrievals
- Follow all established firm policies and procedures to ensure consistency of work product, as well as confidentiality of client information

## Skills/Qualifications

- Currently enrolled in a legal assistant/paralegal skills training program/course.
- General knowledge of legal principles, research techniques and legal terminology.
- Detail-oriented with exceptional follow through.
- Exceptional customer service and willingness to problem solve.
- Ability to work well under pressure and still meet strict deadlines.
- Commitment to client confidentiality.
- Demonstrated intermediate MS Office Suite skill with an emphasis on Outlook, Word, and Excel (v2010).
- Desire and aptitude to learn Adobe® Acrobat®, legal databases, and time and billing programs.
- Capacity to work a shift within our regular office hours (M-F, 8 am to 5 pm).
- Excellent communication and interpersonal skills.
- Motivated to learn, a successful candidate will be professional at all times.
- Collaborative demeanor with desire to work with and integrate into a diverse, fast-paced, and dynamic environment.
- Maintain attire and appearance well-suited to a professional services firm.