



We are a personal injury law firm located in Kent, WA who specializes in auto accident injuries and some medical/dental malpractice. The ideal candidate must be self-motivated, detail-oriented, a team player, and proficient with Microsoft Word. Legal Assistant experience is desired.

Responsibilities:

- Scanning, printing, and general copy jobs;
- Answering phones and greeting clients;
- Drafting form letters and pleadings;
- Legal filings and calendaring legal proceedings;
- Data entry and organization of client electronic and physical files;
- Management of the file room;
- Creation and opening of new case files;
- Closure of old files;
- Reception coverage and clerical duties;
- Order, manage, and follow up on medical records requests;
- Assisting attorneys and paralegals in various tasks and projects

Pay is DOQ. Send resume, including references and cover letter. This is an 8 hour a day/ 5 days a week/ in person position.

Greaney Scudder Law Firm, PLLC. Also welcomes any internship positions.