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Legal Assistant – Labor & Employment Litigation

THE OPPORTUNITY

Summit Law Group is seeking a legal assistant to join our highly efficient Labor and Employment group. At Summit, we value customer service, integrity, mutual respect, and hold high expectations of ourselves and our teammates. Summiters are reliable, high-performers, upbeat, and reject traditional law-firm hierarchies. Candidates that share our values are encouraged to apply.

POSITION SUMMARY

Our legal assistants efficiently deliver proactive support to their attorneys, practice groups, and firm. They are masters at coordinating tasks and projects, excellent communicators, uphold confidentiality, and keep their attorneys on course.

This position is a new seat, joining a team of four existing L&E legal assistants. Desks are well balanced, with a blend of standard legal assistant duties, administrative labor filings, and employment litigation. We utilize an array of programs including NetDocs, JuraLaw, Adobe, and Microsoft Office program. This role requires use of EEOC portals (Respondent and FOIA Document Requests), NLRB e-filing, Washington PERC, State and Federal Courts, and the Federal Mediation and Conciliation Service.

RESPONSIBILITIES

- Create templates and prepare first drafts of documents, pleadings, and contracts
- File in Washington State Courts, Federal Courts, and Administrative Courts (PERC, NLRB, EEOC, and Washington Department of Labor)
- Manage busy attorney calendars by communicating directly with clients, other counsel, witnesses, and vendors
- Holistic case organization, including running conflicts, opening and closing matters, receiving and returning client materials, and ongoing maintenance of electronic and physical files
- Proofreading for content, grammar, spelling, punctuation, syntax, and required formatting
- Log, docket, and calendar all case deadlines
- Manage attorney travel, accommodations, and meeting confirmations, while ensuring arrangements are clearly communicated
- Process expenses and attorney reimbursements
- Possible transcription duties include legal dictation, meeting minutes, taped conference records, settlement discussions, or interviews

MINIMUM QUALIFICATIONS

- Prior litigation experience required, ideally employment litigation
- Drafting experience in contracts and pleadings
- Highly competent in Washington State and Federal Court filing procedures
- Filing experience with PERC, NLRB, Washington Department of Labor and Industry, and EEOC preferred

- Electronic file maintenance experience, ideally within document management systems
- Advanced knowledge of legal concepts, terminology, and processes
- Well-developed attention to detail and ability to consistently meet deadlines
- A “run to the fire” approach, including quick responses and short turnaround times
- Excellent interpersonal skills, with a focus on accountability, teamwork, and mutual respect
- Strong proficiency with the Microsoft Office Suite and ability to readily learn new technology
- Smartsheet and HighQ knowledge is a plus

COMPENSATION AND BENEFITS

Summit strives for competitive compensation and benefit packages. We offer health, dental, vision, life, and long-term disability insurances, with family plans available. Our Employee Assistance Program provides short-term support for mental health services, financial planning, and legal aide. 401K options include Roth and traditional accounts, with matching, profit sharing, and immediate vesting. Summit also offers quarterly and annual bonuses based on firm performance, commuter benefits, ten paid holidays, and opportunities for hybrid schedules.

While subject to change, we also provide offices for legal staff, firm-funded HSA accounts, and a dog friendly firm.

Salary for this position ranges from \$75-95k, depending on experience.

ABOUT SUMMIT

Summit Law Group’s nontraditional law firm model, founded on revolutionizing the way legal services are provided, focuses on a single principle: customer service.

Our mission is to think creatively, to proactively formulate and pursue the most effective, efficient solutions to our clients’ legal needs with small, dedicated teams. Everyone at Summit Law Group is a legal professional who shares in the firm’s success, and our attorneys are equity owners of our business. We have eliminated the inefficiencies inherent in traditional law firms – such as hidden charges, rigid cost structures, and leveraged hierarchy – to focus exclusively on our clients. Our innovative model has been proven by a long, successful track record that covers a broad variety of complex legal issues.

Summit is consistently recognized as a top law firm, both on the regional and national levels, and has been consistently ranked by US News & World Report - Best Lawyers and Chambers USA. Summit was also named Washington Firm of the Year at the 2021 & 2022 Benchmark Litigation US Awards and has also been recognized as one of Washington’s Best Workplaces for 2021 & 2022 by the Puget Sound Business Journal. We are especially proud that in its 2022 Diversity Snapshot, Law360 recognized Summit as being among the leading law firms across the nation for diversity. Additionally, we received Mansfield Rule Plus Certification earlier this year for our diversity in leadership efforts. Summiteers take pride in working here. You can check out more stories on Summit here: <https://www.summitlaw.com/blog/news>.

APPLICATION

If you are interested in joining the Summit team, please submit your resume and cover letter via our application portal by clicking [here](#).