



1511 Third Ave, Suite 610
Seattle, WA 98101
206-587-2711
www.washapp.org

Current Opening:

Legal Assistant

ANNOUNCED: July 9, 2024

The Washington Appellate Project is seeking an experienced and talented full-time legal assistant to join our administrative team.

OUR ROLE AND MISSION

The Washington Appellate Project is a non-profit law firm that provides legal representation to persons who wish to appeal their convictions but who cannot afford to hire an attorney to represent them. We handle a high volume of public and confidential cases spanning all counties across Washington State. Our office is at the forefront of the fight against systemic injustice in our legal system, with our attorneys taking active part in groundbreaking cases such as *State v. Blake* (voiding drug possession cases) and *State v. Gregory* (abolishing the death penalty). We strive to create an environment of mutual respect and teamwork, foster a positive work place, promote justice and equality in all facets of our lives, and provide the highest quality of representation to our clients.

JOB SUMMARY

The Legal Assistant role is responsible for providing professional and timely administrative support to 19 staff attorneys. You will be joining our 4-person administrative team in a collaborative effort to prepare and organize case files for attorney review, provide excellent service to clients, and ensure accurate and organized entry of workflow events into our databases and electronic storage. This role reports to the Office Manager and Senior Paralegal. This position will provide unique insight into public defense work and the Washington State appeals process from our experienced and passionate staff, as well as an opportunity to work in a fast-paced, challenging, diverse, and rewarding environment. Training will be provided. The ideal candidate has strong work ethic and is highly organized, detail-

oriented, and self-directed. The ideal candidate approaches challenges and questions with curiosity and resourcefulness.

This position is onsite at our office in Downtown Seattle. Work schedule is Monday through Friday, 9AM to 5PM with a 1 hour paid lunch.

Projected start date is August 26, 2024.

RESPONSIBILITIES & DUTIES

You will perform legal and clerical tasks such as:

- Organizing and assembling physical and electronic case files for attorney review, including downloading, printing, scanning, and numbering legal documents as directed.
- Answering phones and redirecting calls to appropriate staff members, checking voicemails and assisting clients.
- Database entry in Microsoft Access and DefenderData.
- Document filing through the Court of Appeals e-filing portal to meet critical deadlines.
- Fulfilling client requests for copies of files and transcripts.
- Preparing client correspondence.
- Processing incoming and outgoing mail.
- Office supply ordering/inventory management.
- General office upkeep (e.g. recycling, watering office plants, maintain lobby.)
- Other duties as assigned (within the realm of administrative or legal tasks, e.g. file/exhibit pickup within Seattle, office party planning and federal case binding.)

QUALIFICATIONS & SKILLS

- High school diploma or equivalent required.
- Proficiency in Microsoft Office Suite.

- Ability to learn and adapt to new concepts and tools quickly.
- Demonstrated organizational skills and meticulous attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Excellent verbal and written communication skills.
- Ability to work independently and with little supervision.
- Strong analytical and problem-solving skills.
- Experience performing clerical duties is a plus.
- Experience working in an office setting is a plus.
- Experience working with confidential legal documents is a plus.

SALARY AND BENEFITS

Starting annual salary \$50,000-\$55,000 DOE. Benefits include comprehensive medical and dental insurance, gym membership reimbursement, a free ORCA card transportation pass, and an employer-sponsored retirement matching plan.

OUR COMMITMENT TO DIVERSITY

The Washington Appellate Project is devoted to Diversity, Equity, and Inclusion – these concepts are the backbone of our organization. We recognize, respect, and value people of all cultures and backgrounds. WAP encourages applications from all qualified individuals, including people of color, LGBTQ+ people, people with disabilities, people with fluency in more than one language, veterans, people from low-income backgrounds, and people directly impacted by the criminal legal system.

Submit cover letter and resume by July 31, 2024 to apply@washapp.org.

No phone calls please.