

Linn, Schisel & DeMarco, PS
860 SW 143rd Street
Burien, WA 98166

Paralegal needed for small law firm in South King County. Primary responsibilities would be in the Guardianship/Conservatorship area. There are also some Adoption matters and a limited amount of Family Law. We would prefer at least one year of paralegal experience. Familiarity with King County Superior Court filings and Ex Parte procedures is also preferred.

Duties include screening of potential new clients, preparing pleadings, including periodic guardianship reports and accountings. Candidate will work directly with clients in preparation of pleadings for attorney review.

Ability to work with clients from diverse backgrounds required. Candidates must be able to work independently, but must also be aware of the boundary between preparing documents and giving legal advice. Initial training period will be in the office, but afterwards, remote work is possible.

Health insurance, paid vacation and other benefits. Salary \$22 to \$25/hr., DOE.

Please email Frank DeMarco – Frank@Lsand.com your cover letter and resume