

The Law Offices of Raymond W. Ejarque

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<http://seattle-duidefense.com/>

Below is the job description for our law office. We would entertain a paid internship for students and provide an Orca card. We absolutely can be flexible with class schedules and are looking to fill this position as soon as possible.

Job Duties include:

- Welcomes guests and clients in person, on phone, or through virtual means; answers and directs inquiries
- Bilingual in Spanish highly preferred
- Opening new client cases and maintaining organized binders.
- Filing with Superior, District and Municipal courts
- Maintains attorney calendars by scheduling conferences, teleconferences, recording and monitoring court appearances, dates, pleadings and filing requirements; monitor evidence gathering;
- follow-up on delegated assignments;
- Generates revenues by documenting and inputting attorney billable time and reimbursable expenses; preparing invoices; tracking payments
- Maintains client confidence by keeping client/attorney information confidential
- Other duties as assigned

We are looking for a person who would like to get started in a law firm setting and has taken some entry level paralegal courses and strong organizational, writing and proofreading skills. This is predominantly a clerical role. However, definitely opportunities for more complex duties as experience develops

Please contact our office directly at (206) 621-1554.

Kelly Glantz

Assistant to Raymond Ejarque