

Title- Paralegal |

Location- Bellevue Washington USA 98006

Duration- 12 months (Onsite)

Pay Rate- \$26/hr

Description-

Essential Functions

- Assist with the response to third party legal requests (subpoenas) for employment records and information.
- Collect data and documentation from a multitude of sources and individuals in response to third party requests.
- Assist with cases (agency charges and demand letters) from start through resolution.
- Provide litigation support to other paralegals including the collection, organization, and production of documents.
- Manage and update dockets for case deadlines and maintain files within the matter management system.
- Other duties as assigned in the legal department.

Qualifications

- Minimum of 3 years of litigation paralegal experience, preferably in labor and employment
- Strong communication skills, both written and oral
- Effectively manage time, prioritize work, attention to detail and multi-task across many assignments with some direction.
- Experience with: MS Office Suite as well as knowledge of HRIS systems, applicant tracking systems, and legal software (e.g., Workday, DocuSignCM, TeamConnect, OneDrive).
- Strong organizational skills and detail oriented
- Knowledge of legal research software such as Courtlink and Lexis Nexis preferred
- Working knowledge of general legal concepts, terminology and principles related to litigation.
- Ability to effectively interface with various groups within the legal department and across the company.
- Experience with an immigration law firm, department, or corporate immigration function, preferred

Education

- 2-year college degree, paralegal certificate, or equivalent work experience

Below is the brief introduction of SPECTRAFORCE, the benefits we offer and the disclaimers:

Established in 2004, SPECTRAFORCE is one of the largest and fastest-growing diversity-owned staffing firms in the US. The growth of our company is a direct result of our global client service delivery model that is powered by our state-of-the-art A.I. proprietary talent acquisition platform, robust ISO 9001:2015/ISO 27001 certified processes, and strong and passionate client engaged teams.

We have built our business by providing talent and project-based solutions, including Contingent, Permanent, and Statement of Work (SOW) services to over 130 clients in the US, Canada, Puerto Rico, Costa Rica, and India. Key industries that we service include Technology, Financial Services, Life Sciences, Healthcare, Telecom, Retail, Utilities and Transportation.

SPECTRAFORCE is built on a concept of “human connection,” defined by our branding attitude of NEWJOBPHORIA®, which is the excitement of bringing joy and freedom to the work lifestyle so our people (and clients) can reach their highest potential. Our entire workflow and teams are trained to cultivate the joy of NEWJOBPHORIA® with candidates and employees throughout their engagement with SPECTRAFORCE. <http://www.spectraforce.com>

Benefits: SPECTRAFORCE offers ACA compliant health benefits as well as dental, vision, accident, and hospital indemnity insurances. Additional benefits SPECTRAFORCE offers to the eligible employees include commuter benefits, 401K plan with matching and a referral bonus program. SPECTRAFORCE offers unpaid leave as well as paid sick leave when required by law.

Equal Opportunity Employer: SPECTRAFORCE is an equal opportunity employer and does not discriminate against