



241 Madison Avenue North
Bainbridge Island, WA 98110
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Paralegal Job Posting

Salary range: \$55,000-85,000, competitive bonus structure.

Boutique complex serious injury, wrongful death, and medical negligence litigation firm on Bainbridge Island is seeking a litigation paralegal. Ideal candidates will have significant prior experience. Our office offers a friendly work environment, interesting cases, compelling clients, and the opportunity for trial experience.

Duties include but are not limited to:

- In person presence in our Bainbridge Island office.
- Prepare, track, and follow up on records requests.
- Prepare summaries of records.
- Communicate with witnesses, clients, attorneys, court personnel, and experts.
- Draft correspondence, legal briefs, discovery requests and responses, and pleadings.
- Manage attorney calendars.
- Manage deadlines to ensure efficient case development.
- Prioritize, maintain review, and organize client files.
- Conduct medical and juror research.
- Assist with trial, hearing, and deposition preparation.

You are a candidate if you possess these qualifications:

- 3+ years' experience working in a law firm environment required; personal injury and medical negligence experience preferred.
- Excellent written and verbal communication skills.
- Work well in a team environment and independently.
- Microsoft Office proficiency.
- Attention to detail.
- Advantage if you possess marketing and social media skills.

Very competitive salary for an individual with experience, 401K, medical and dental benefits, paid holidays, and PTO. All applications will be processed confidentially.

Please provide a cover letter, resume, and references to Lara A. Wilcox at lara@westsoundinjurylaw.com for consideration.