

**Criminal Law Office Bi-Lingual Legal Assistant  
Columbia Tower - Downtown Seattle**

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The practice is comprised of **15% personal injury cases and 85% criminal**. The criminal clients are predominately misdemeanor cases of the firm.

This is a very small office with only three employees, include this position! This is an exciting opportunity to garner legal experience and with none required. Our clients are almost entirely comprised of those who do not speak English, or their command is not very strong.

**Requirements:**

Bi-lingual in Spanish

Basic understanding of Microsoft Office Suite

**Primary duties include:**

Answering phone calls

Greeting clients

Downloading and tracking evidence received

Communicating with court clerks at various jurisdictions

Ensuring cases are calendared correctly & clients notified

Communicating with clients via phone, by email and in person

Administrative tasks ( i.e. making copies, filing, closing files, faxes, organizing binders)

Scheduling client appointments and court dates

Maintaining client confidentiality and privacy

**We would provide training on:**

How to file documents with Superior/District/Municipal courts

Any other matters that assistance / training is needed

**Interested and/or Questions, please reach out to:**

Kelly Glantz

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