



Bilingual Paralegal:

Bishop Legal is seeking a bilingual personal injury paralegal. Paralegals assist our firm's attorneys with all phases of a personal injury claim. Tasks include:

- performing new client intakes via Zoom and telephone, in the office, and in the field;
- initiating insurance claims with insurers;
- opening and maintaining paperless client files;
- collecting evidence to support a claim, such as police reports, scene photographs, property damage estimates, medical records, and witness statements;
- drafting claim summary and settlement proposal letters;
- communicating settlement offers with clients and adjusters;
- working with attorneys to organize materials for arbitration and trial; and
- frequent client contacts in Spanish and English to collect information and provide case status.

Fluency in English and Spanish is required.

Experience with court filings preferred.

Proficiency using Word; Outlook; FileVine; Lexis; Westlaw; Adobe; and Excel preferred.

We are seeking candidates with 2+ years of experience in the plaintiff personal injury field. We would consider training an entry-level candidate with a related bachelor's degree who is fluent in Spanish and English, proficient with the Microsoft Office suite of programs and has excellent writing and problem-solving skills. This is a very detail-oriented job that requires problem solving on a daily basis.

Applicants must have valid Washington driver's license and clean driving record.

This is a full-time position.

Interested candidates, please contact Jennifer Bishop at jennifer@bishoplegal.com to apply with your resume, or to ask questions regarding the position.