



**Paralegal Assistant:**

Job requirements include:

- Fluency in written and spoken Spanish mandatory.
- Clear, concise writing.
- Respectful, professional, and compassionate communication skills to keep team apprised of project status at all times.
- At least one year of experience in an office administrative or reception setting.
- Passion for advancing and protecting the rights of the injured.
- Scrupulous attention to detail.
- Excellent attendance.
- Strong organizational and time management skills including the ability to prioritize and multi-task.
- Commitment to adhere to strict professional codes of confidentiality
- Proficiency in use of Word and Outlook. Knowledge of Filevine is a plus.
- Take charge attitude to take ownership of job duties and keep projects moving forward.
- Licensed, insured Washington driver with clean driving record.
- Present professionally, neatly, and dress in business-casual attire.
- Office hours 9:00 a.m. - 5:30 p.m./Part time possible
- Occasional heavy lifting.

Job duties include:

- Reconcile credit card statements and case costs according to firm procedures.
- Prepare forms and collect supporting investigative documents such as police reports.
- Submit records requests to healthcare providers; organize and properly file records retrieved.
- Obtain and document outstanding balances on client accounts.
- Other tasks / support as needed in coordination with attorney and paralegal staff.

Job Type: Full-time

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