



Part-Time Position (May move to full-time depending) at Petersen & Su PLLP., working with criminal defense, infractions and some PI cases.

Job would run Monday, Wednesday, and Friday. Friday would be a short day of 4 hours and the other days would be 8. The days can be moved around except Friday, someone needs to be here from 10-2.

Employee will need to:

- Use firm's calendaring system
- Utilize different court systems to find the dates
- Download discovery and place it in the correct electronic folders
- Answer phones and help with mail
- Bilingual (in either Spanish or Chinese/Mandarin)

Once we know they have mastered the calendar we can move on to more paralegal duties and add more hours. This person to be and would eventually become backup or be the paralegal for one attorney.

Starting pay is \$20.00 for part time (can discuss be discussed further)