

Legal Assistant – Personal Injury (Plaintiffs' Firm)

Location: Western Washington – several offices in the Puget Sound region.

Job Type: Full-Time | Part-Time | Hybrid (Remote flexibility after training)

About Us:

We are a dynamic and client-focused personal injury law firm dedicated to advocating for plaintiffs and securing justice for those who have been wrongfully injured. Our team of experienced attorneys and paralegals work collaboratively to deliver results with compassion and integrity. We are currently seeking a detail-oriented and proactive **Legal Assistant** to support our attorneys and paralegals in a fast-paced, mission-driven environment.

Key Responsibilities:

- Provide administrative and legal support to attorneys and paralegals handling personal injury cases
 - Draft and edit correspondence, pleadings, discovery documents, and client communications
 - Request and organize medical records, bills, and other case-related documentation
 - Maintain case files and manage electronic document organization (using firm case management software)
 - Calendar dockets and deadlines and ensure that team is aware of same.
 - Schedule depositions, client meetings, IMEs, and court dates
 - Assist in trial preparation, including document preparation and exhibit organization
 - Communicate professionally with clients, medical providers, insurance companies, and court staff
 - Perform general administrative duties such as scanning, copying, data entry, and filing
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Qualifications:

- Prior experience in a legal assistant or administrative legal support role (personal injury or litigation preferred)
- Familiarity with legal terminology, documents, and court procedures
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Ability to handle confidential information with discretion

- Proficiency with Microsoft Office (Word, Outlook, Excel) and legal case management systems (e.g., Clio, Filevine, or similar)
 - Self-motivated with the ability to work independently and prioritize tasks effectively
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Working Environment:

Sears Injury Law primarily operates out of its Puyallup, WA office but has multiple satellite offices and is flexible with hybrid/remote work. Sears Injury Law maintains a more relaxed office culture than typically seen in law firms, but prides itself in performing exceptional legal work for its clients.

Salary Range: \$21 - \$26 an hour, depending on experience.

To Apply:

Please submit your resume and a brief cover letter detailing your interest in the position and relevant experience to parker@searsinjurylaw.com and holly@searsinjurylaw.com.

Sears Injury Law, PLLC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.