

Job Title: Paralegal – Plaintiff’s Personal Injury (WA/OR)

Location: Remote or Hybrid – Based in Washington or Oregon

Employment Type: Full-Time

About the Position:

We are seeking a skilled and detail-oriented Paralegal to support a busy plaintiff's personal injury attorney licensed in Washington and Oregon. This role involves handling a wide range of pre-litigation and litigation support tasks, including client communication, case file management, discovery, and trial preparation. The ideal candidate will be proactive, organized, and experienced in personal injury law. Remote work is possible for the right candidate, though preference may be given to applicants residing in either Washington or Oregon.

Responsibilities:

- Draft, review, and manage legal documents including demand letters, pleadings, discovery requests/responses, medical summaries, and settlement statements
 - Maintain and organize electronic case files in compliance with firm protocols
 - Communicate professionally with clients, medical providers, insurance adjusters, experts, and opposing counsel
 - Order, track, and review medical records and bills; prepare medical chronologies
 - Assist in case development and investigation, including compiling evidence and identifying witnesses
 - Support attorneys with deposition, mediation, arbitration, and trial preparation
 - File legal documents in state and federal courts in both WA and OR (including e-filing)
 - Manage deadlines and track case progress using calendaring systems
 - Perform legal research as needed
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Qualifications:

- Minimum of 3 years’ experience as a paralegal in personal injury law, preferably on the plaintiff’s side
- Familiarity with court procedures and filing requirements in both Washington and Oregon
- Strong knowledge of medical terminology and personal injury case documentation
- Proficient with Microsoft Office, Adobe Acrobat, and legal practice management software
- Excellent written and verbal communication skills
- Ability to handle multiple cases and deadlines in a fast-paced environment

- Strong attention to detail, organization, and time management
 - Self-motivated and able to work independently with minimal supervision
 - Paralegal certification or degree preferred but not required
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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: \$50,000 - \$100,000, 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.