

The Law Offices of Jenny Ling, PLLC seeking a paralegal/legal assistant that is compassionate, driven, and a dedicated self-starter. As we continue to expand and grow, we are looking for support staff in our commercial litigation, estate planning, probate, business and real estate divisions. A successful candidate will have a proven track record in a position requiring strong attention to detail with emphasis on accuracy and quality, demonstrated efficiency, and strong work ethic. We are looking for someone who desires to grow their skills and be part of our team. You must be able to think on your feet and make smart decisions. Exceptional customer service skills and ability to work in a fast-paced team environment is a must.

### **Responsibilities:**

- Assist with preparing estate planning documents and business formations
- Assist with preparing and filing documents with state and federal courts
- Administrative tasks including but not limited to filing, organizing, answering phone calls, printing, scanning documents, checking and delivering mail, updating litigation calendar and to-do list, and requesting medical records
- Communicating with clients
- Proof-reading documents
- Conducting intake for new clients and scheduling appointments for attorneys
- Maintaining client files for active cases and ensure files can be quickly and easily located

### **Qualifications:**

- At least one year to two years of law firm experience preferred
- Highly motivated fast learner who is able to work without constant supervision
- Ability to prioritize work to balance multiple projects and deadlines
- Experience in estate planning, probate, litigation, real estate, or business law highly preferred
- Excellent writing and proofreading skills, with superb attention to detail
- Excellent verbal and listening skills
- Basic knowledge of Microsoft Word, Excel, Power Point and Adobe required
- Experience with CLIO preferred

### **What We Offer:**

- Competitive compensation. After a trial period of three months, we will re-negotiate your compensation whereby you may earn a bonus based on your performance and results.
- Part-time 15-20 hrs a week with the possibility to increase to full-time
- You will be in a friendly, accessible office in south Seattle/Tukwila, with free parking

For consideration, please submit in PDF format a resume, three references, and a cover letter that clearly conveys WHY we should hire you and what you bring to the table. Tell us what you are looking for in a job and why you think you would be a good fit. Respond to this job posting via email at [info@jennylinglaw.com](mailto:info@jennylinglaw.com), with "THE ONE" in the subject line.