

Paralegal

Job description

Plaintiff's disability and personal injury law firm based in Seattle and Edmonds Washington is looking to hire a part-time paralegal. We are looking for a proactive individual who can both work autonomously and as part of a team. A qualified individual will be experienced with the position. Must have a keen eye for detail, good organizational skills, and the ability to multi-task under the pressure of deadlines. Must be able to prioritize tasks in order of importance. Must communicate clearly and amicably.

Responsibilities:

- Reviewing case files including personal injury and disability case files
- Preparing case summaries and evaluating the pros and cons of a case
- Ordering and reviewing medical records and bills
- Drafting Summons and Complaints
- Preparing and responding to interrogatories, request for production, request for admission and all other written discovery
- Communicating with clients, attorneys, medical providers, and insurance adjusters
- Drafting settlement demands and appeals for clients' personal injury or disability cases
- Drafting documents in both word and excel for attorneys
- Tracking case progression from intake to trial
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Qualifications:

- Previous experience as a personal injury or disability law paralegal or Paralegal Certificate*
- Ability to learn and navigate court-mandated electronic filing systems
- Ability to prioritize and multitask
- Excellent written and verbal communication skills
- Deadline and detail-oriented
- Knowledge of Microsoft Word, Outlook, and Excel

*Qualifications are preferred, but not required. We will consider an individual if he/she seems like the right fit.

Job Types: Full-time, Part-time, Contract

Salary: \$24.00 - \$40.00 per hour