



Legal Assistant / Receptionist

Work Location: In person

Pay: \$25.00 - \$28.00 per hour

Job description:

DuBois Levis Law Group, PLLC, a fast-paced boutique family law and estate planning law firm with over 30 years' experience is looking to add a talented new legal assistant/reception to join our team.

Who we are:

- We are one of Seattle's most established women-owned law firms.
- We seek to maximize human potential one family at a time.
- We strive to cultivate an honest and compassionate environment for every client and every member of our team.
- We are community leaders who believe a balanced life is achievable through hard work, giving back, and putting family & people first.
- We offer a diverse team of co-workers.
- We are a team that encourages each other through life's challenges.

Who you are:

- You are comfortable working with people in crisis with compassion and grace
- You value hard work as well as creating a balanced life with time for family and other personal interests.
- You value working with a diverse and intelligent team.
- You want to work with a dedicated team of leaders that value you and your contributions to the firm.
- You have excellent judgment, value integrity, and responsibility.
- You are a life-long learner who is confident enough to ask great questions and to work independently.

Experience and Skills Required

- Handle multiple telephone lines and welcome/greet clients and visitors
- Open, copy/scan and distribute mail
- Copying, scanning documents
- Notarize documents

- Assist Paralegals in daily work
- Coordinating/scheduling meetings for attorneys and sending correspondence
- Assist Attorneys as requested
- Light kitchen cleaning
- Occasional office errands
- Office supply organization, tracking and ordering
- Bank Deposits
- Data entry
- Other duties as required/requested
- Minimum of 1-2 years office work experience, legal office experience a plus
- Superior time management and attention to detail required
- Knowledge of computer office software (Word, Excel, and Outlook at a minimum)
- Ability to multi-task in a busy environment and work cooperatively with a variety of individuals
- Maintain a proactive approach to the job
- Even-keeled good-natured individual
- Able to maintain a friendly presence
- Must have flexibility to work overtime when necessary
- This is an in-person position in our friendly Fremont area of Seattle office
- Manage Conference Room Reservations

Please send your resume and cover letter to careers@duboislaw.net

We're a second chance employer.

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance