

Law Offices of Phelan Webber Pettis PS

Job Description: Full Time Experienced Legal Assistant

Start Date: Immediate

Busy elder law office has a full time position for an experienced legal assistant on our team. Practice areas of firm include elder law, long term care planning, estate planning, special needs trusts, guardianship, and probate and trust administration. Our elder law firm has a congenial staff of three partners, nine staff, and terrific clients. We work for clients using a team centered approach. The ideal person is a quick learner, likes variety, is able to work independently as a member of our team, and is pet friendly. Must enjoy working with seniors and persons with disabilities. Need computer acumen, attention to detail and have strong interpersonal skills.

NOTE: Law office is located near downtown Vancouver just off freeway. Free on street parking. Great opportunity for Clark County residents.

Duties to include:

- Prepare documents in client matters as needed
- Meet with clients to execute and notarize documents
- Word processing (Word Perfect), form work, and form development (using merge technology)
- Assist clients by phone
- Confer with prospective clients using our triage system
- Database management (TimeMatters)
- Open client files and assist clerical assistant on closing and archiving files
- Assist attorneys on a task basis with client projects
- Backup reception and clerical assistant

This is a great job for someone who has experience as a legal assistant or paralegal, enjoys phone work, and wishes to work in the elder law area. It requires a compassionate, energetic person who believes in meeting the highest standards, and has a desire to be part of a legal team.

To Apply: Please submit a cover letter explaining why you would be a perfect match for this position, a resume, complete job history and list of references in PDF format.