

McNaul Ebel Nawrot & Helgren PLLC is a highly respected Seattle law firm formed in 1995 by a group of attorneys known for rigorous and successful representation of clients. Our attorneys have established exceptional reputations in the local, state, and national legal communities by handling some of the most highly visible and complex commercial litigation and business transactions in the country.

Our attorneys concentrate their efforts on providing legal services in three main practice areas:

- Litigation & Trial Practice
- Real Estate & Capital Markets
- Emerging Companies

Our clients range from international enterprises, institutional investors, and well-established businesses to small local firms, technology startups, and individual entrepreneurs.

### **THE OPPORTUNITY**

We are in search of a **Legal Assistant** to support our **Litigation Department**.

The basic job requirements include, providing administrative support to multiple attorneys, performing general legal assistant duties in support of various functions, such as distribution of verbal and written information, travel coordination, conference call coordination, calendar management, paper and electronic filing and maintenance, and various other administrative tasks, as necessary.

Summary of basic responsibilities:

- Filing of pleadings at the State (and sometimes Federal) court level(s);
- Sorting, opening, reading, and distributing paper and electronic mail daily;
- Proofing and editing of pleadings, briefs and other documents, as requested;
- Calendaring important dates and deadlines;
- Ability to accurately calculate deadlines based on reading of court rules without supervision;
- Creating shells and saving to DM system in manner consistent with firm's conventions;
- Preparing and proofing legal correspondence and memoranda;
- Creating table of contents and authorities;
- Assist attorneys in preparing for depositions, hearings, trials and meetings;
- Opening and closing of files;
- Providing coverage for other assistants in their absence;
- Use initiative to handle ad hoc tasks;
- Some phone and email communication with external contacts;
- Other administrative functions.

To be considered for the position, the candidate must have a minimum of 5 years of recent experience supporting a litigation practice as a legal assistant/secretary in Washington State involving matters filed with both County and Federal courts. Only candidates with multi-court litigation experience will be considered.

## Summary of Requirements:

- Minimum of 5 years of recent experience as a Litigation Assistant;
- Bachelor's degree or Legal Assistant Certificate;
- Excellent written and verbal communication skills;
- Outstanding analytical and organization skills;
- Advanced proficiency of Word, Excel, PowerPoint, Outlook, and Adobe;
- Ability to concentrate and pay close attention to detail;
- Superior ability to proofread and edit pleadings, memoranda and correspondence;
- Knowledge of the Washington State (and Federal) court rules and procedures;
- Excellent grammar, punctuation, spelling and organizational skills;
- Must be able to adapt to changing situations and function in a dynamic, fast-paced environment;
- Ability to exercise sound judgment and decision making;
- Must be able to anticipate and adjust to the varying needs of assigned attorneys;
- Desire to work in a team environment with a focus on excellent service;
- Flexible and reliable;
- Stellar attendance record;
- Demonstrated ability to meet obligations with confidentiality, integrity, and sensitivity;
- A positive, upbeat and pleasant personality.

The ideal candidate is professional and respectful, but can also be assertive with holding attorneys accountable to deadlines and commitments; is timely and has a great attendance record; has the ability to pay attention on a micro and macro level and thus is able to foresee the needs of his/her attorneys; is able to work collaboratively and independently; and is organized and can help his/her attorneys stay organized.

If interested, please submit your cover letter and resume to [slittle@mcnaul.com](mailto:slittle@mcnaul.com).

*The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular person. All personnel may be required to perform duties outside of their typical responsibilities from time to time, as needed.*

*McNaul Ebel Nawrot Helgren, PLLC is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, genetic information, protected veterans, marital status, sexual orientation, gender identity, disability status or any other category prohibited by local, state or federal law. This policy applies to all aspects of employment, including recruitment, placement, promotion, demotion, compensation, benefits, social and recreational activities and termination.*