



**Ridgway Law Group, P.S.**, located in the Columbia Center in Seattle, is searching for a detail-oriented **File Clerk**. The ideal candidate must be flexible, a self-starter, able to multi-task, take direction well and work independently. This position offers the opportunity to engage with attorneys and paralegals and experience the day-to-day of a busy Seattle law firm. Located in the Columbia building downtown, this is a great location for commuters, and we provide a transit pass. This is an on-site, non-remote, position.

The law office of Ridgway Law Group, P.S., is a specialized law firm with deep experience in the areas of trust and probate litigation, guardianships, and the protection of vulnerable adults. The firm is committed to providing clients with highly personalized client service, legal guidance, and skillful advocacy. To learn more, go to <https://www.ridgwaylawgroup.com/>.

### **Amazing Benefits/Compensation:**

Ridgway Law Group, P.S. offers an excellent benefit package including Health/Dental, Vision, Vacation, Sick, Long-Term Disability, Simple IRA with a Company Match, and a **Transit Pass**.

Compensation range is competitive from \$19 to \$22 per hour and also includes a potential sign on bonus for the right candidate, as well as a bonus after successful completion of 3 months of service.

### **Key Responsibilities of the File Clerk:**

- Prepare new client files, both electronic and paper based.
- Update and maintain existing client files as directed by the Paralegals.
- Assist staff in scanning, printing, locating, and mailing client documents.
- Prepare client files for offsite storage, maintain client inventory of closed files in storage and contact storage company for pick up and returns.
- Assist Paralegals with pickup/deliveries to Courthouse (SEA).
- Data entry and document upload for potential clients into Practice Master (software program).
- Manage time and inform Paralegal of any barriers to accomplishing job duties.
- Office support with phone features, copy machine, postage machine and other basic office equipment.
- Back-up Receptionist duties every Friday, covering breaks, and other times as needed.

### **A successful candidate will have:**

- Proficient computer and office skills.
- Ability to organize and prioritize own work with minimal supervision and proactively communicate with supervisor and others about priorities, conflicts and barriers to accomplishing tasks.
- Ability to multi-task and flexibility with work assignments and shifting priorities.
- Must have strong attention to detail.
- Team oriented, open minded and cooperative.

- Excellent communication skills.
- Discipline and regard for confidentiality and security at all times.

*All Things HR, an external HR Consulting Company, has partnered with Ridgway Law Group, P.S to assist with the hiring process. If this position looks like a fit for you, submit your resume and cover letter to [jobs@allthings-hr.com](mailto:jobs@allthings-hr.com) today.*