



## Copy and Mailing Legal Assistant

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This position is primarily responsible for copying, mailing, printing, collating, scanning, and organizing all filings within the firm.

### **Primary Responsibilities:**

- Print, copy, assemble, scan, organize, and mail a wide range of legal documents, including but not limited to complaints, motions, and more, to courts, defendants, and process servers.
- Track mailings and ensure compliance with mailing requirements (e.g., certified mail, return receipt).
- Log all mailings and retain proof of mailing as required.
- Upload documents and filing confirmations into case files.
- Monitor filing deadlines and prioritize tasks accordingly.
- Scan, label, and distribute incoming court notices and legal correspondence.
- E-file drafted legal documents.
- Able to maintain regular and consistent attendance at the Firm worksite and other worksites that may be assigned.

### **Qualifications:**

- Education: High school or equivalent
- Experience: One-year prior office experience
- Computer Skills: Strong computer skills, including proficiency with Microsoft Excel and the Windows operating system.
- Travel: N/A

*Great work environment and attractive benefits package including health, FSA, HSA, dental, vision, disability, and life insurance, 401(k) Plan, paid holidays, paid volunteer time off, and generous paid time off (PTO) policy.*

***KWA IS AN EQUAL OPPORTUNITY EMPLOYER:*** Applicants are considered for positions without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, or any other consideration made unlawful by applicable federal, state or local law.