

Cosgrave Vergeer Kester LLP has an opening for a legal secretary/assistant. Primary responsibilities will include general drafting and finalizing of legal documents, pleadings and correspondence, and docketing. The position supports a variety of practice areas that may include construction, personal injury, product liability, and other types of civil litigation. Use your versatile skills and experience to handle a wide variety of assignments in a professional, team-oriented work environment.

Qualifications:

- Substantial civil litigation support experience
- Advanced proficiency in Microsoft Word and Outlook. Prolaw experience is a plus
- Excellent grammar, spelling, and proofreading abilities
- Ability to prioritize, manage time, and multitask effectively
- Ability to work effectively independently or as part of a team
- Familiarity with local court rules and e-filing in Oregon and Washington

Compensation and Benefits:

Cosgrave Vergeer Kester LLP offers competitive compensation based on your experience and skills, and a generous benefit package including medical, dental, disability and life insurance, paid holidays, sick and vacation leave, 401(k) retirement plan, and more.

Cosgrave Vergeer Kester is an equal opportunity employer. We welcome all applicants and strive to provide a workplace in which all employees feel included, respected, and valued.

Qualified applicants should submit the following documents in order to be considered:

- Cover letter
- Resume
- Employment application

Documents may be sent via email to humanresources@cosgravelaw.com. All documents must be included for consideration.