

Part-time Office Administrator

Position initially in the WAMS Tacoma office for approximately 2-3 afternoons per week beginning mid-January 2011. The position may evolve into a full-time position with staffing required in the WAMS Seattle office as well. The candidate must be willing to work in the Seattle or Tacoma WAMS office as needed for full-time employment consideration. Internship opportunities may be an option.

Summary:

Prior law or business office experience preferred, as is a willingness to help the office function in a variety of ways (ie, answer telephones, cover the front desk, office clean-up responsibilities). Excellent written and verbal communication skills and an ability to follow directions are critical. Candidates should have a good understanding of the litigation process, as WAMS clients are attorneys, business owners and insurance claims representatives who request mediation/arbitration as an alternative to litigation. This is a great position for someone who is interested in Alternative Dispute Resolution rather than a traditional law practice environment.

Essential Functions:

- Interact with actual and prospective clients and panel members by phone, email or in person about WAMS services and personnel
- Answer phone calls and provide assistance as appropriate
- Maintain daily caseload of referrals and schedule hearings in a timely manner
- Respond to client or panel questions or communications as appropriate
- Able to work in custom database, Outlook and Word environments to generate scheduling documents needed for hearings
- Staff Tacoma WAMS office independently when required

Education/Experience Requirements:

- Paralegal certificate, AA degree (in legal field) or 4-year degree required
- Excellent organizational skills
- Excellent interpersonal and communications skills
- Ability to interact with lawyers, paralegals and business representatives in a professional and personable manner
- Ability to multi-task, prioritize and work independently with minimal supervision
- Ability to strategize and make practical decisions quickly and efficiently
- Ability to use discretion and professionalism in responding to inquiries and protecting confidential information and issues
- Ability to accurately determine when consultation with supervisors is warranted

To apply:

Please submit a 1) resume and 2) cover letter detailing how you meet or exceed the requirements of this position using doc/docx/pdf format to Tamara Roberts at troberts@usamwa.com. Salary depends on education and experience, but is within a starting range of \$13-\$15/hr.

No phone calls please.