

## PERSONAL INJURY LEGAL ASSISTANT:

Ryan, Montgomery & Armstrong in Silverdale is accepting applications for a legal assistant/paralegal with a minimum of 5 years' experience as a legal assistant; and a minimum of 2 years as a Personal Injury and litigation case manager/legal assistant.

This position involves all aspects of the personal injury case process, from initial client screening through settlement and litigation. Strong knowledge of the field, including insurance, subrogation, and litigation wanted. The successful applicant must be able to work independently and work with several attorneys. This position includes significant client contact and communications with insurance adjusters and medical providers. The ability to multitask, be organized, and proficient in MS Office software and TABSIII is also important.

The right person must have:

- Effective verbal and written communication skills.
- Excellent organizational skills and superior attention to detail.
- Strong computer and technical skills including knowledge of Microsoft Office (Word, Excel, Outlook, Access) and Adobe Acrobat; keyboarding at least 60 wpm.
- Strong work ethic, with initiative and resourcefulness.
- Willingness to take direction, ask questions, and work as part of a team.
- Ability to work in a fast-paced environment and to prioritize and/or multi-task.

Equipment to be used: PC, Multi-function copier/scanner, multi-line telephones

This position is full-time (37.5 hrs. a week). We offer a competitive salary (DOE), medical and dental benefits, 401k, vacation and sick pay.

To apply please email a cover letter, resume and references to Terre Skelly at [terre@rsulaw.com](mailto:terre@rsulaw.com). To learn more about us visit [www.rsulaw.com](http://www.rsulaw.com).