



JOB POSTING

Posted	Position	Compensation Range
January 6, 2025	Litigation Paralegal Seattle	\$80,000 - \$110,000 annually

Baker Sterchi Cowden & Rice LLC is seeking a highly motivated and skilled Litigation Paralegal in the Seattle office. The ideal candidate is professional in demeanor, detail-oriented, proactive, and enjoys working as a team. Strong organizational skills, the ability to work efficiently under pressure and quickly learn and integrate new technical skills and knowledge are required for success in this position. At least five years of litigation experience is required. Insurance defense experience is preferred.

All candidates must understand the importance of upholding client confidentiality.

All candidates must be able to work on-site in the Seattle office.

Please email your resume to resumes@bakersterchi.com.

Duties and Responsibilities

- Manage complex cases throughout the litigation process.
- Assist with fact and witness investigations, including background checks.
- Assist with propounding and responding to discovery, including document production.
- Review and summarize medical records, medical bills, police records, deposition transcripts, and other documents and client files.
- Review and analyze large files to prepare key events, correspondence, and other chronologies to assist with case assessment.
- Assist with deposition, court hearing, mediation, and arbitration preparation.
- Trial preparation.
- Communicate effectively, courteously, and professionally with clients, attorneys, and professional staff.
- Efficiently and effectively learn and utilize new and existing firm technology.

Baker Sterchi offers competitive compensation and comprehensive benefits, medical, dental, vision, basic and voluntary life insurance, long-term disability insurance, and 401K matching.

Committed to promoting diversity within our organization and the legal community, we encourage candidates from all backgrounds.

About Baker Sterchi Cowden & Rice LLC

Founded in 1982, Baker Sterchi is a civil defense litigation and trial law firm with offices in Missouri, Kansas, Illinois, Washington and Oregon. The firm provides comprehensive legal services across a broad range of practice areas, including commercial and business litigation, construction, employment and labor, insurance coverage and defense, law enforcement and civil rights, government liability, medical malpractice, premises liability, product liability, professional and management liability, trial practice and consulting, and transportation litigation. With a team of attorneys who bring decades of courtroom experience, Baker Sterchi is widely recognized for its trial skills and commitment to client service. For more information, visit bakersterchi.com.