



ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT

Stepovich Law Office HIRING Full-time Paralegal in Fairbanks



Pay: \$20-\$22.50 per hour

TO APPLY:

- Upload a resume online at alaskajobs.alaska.gov by searching for "687869"
- Provide an **AlaskaJobs** application online
- **Email resume:** office@stepo.law
- **Mail resume:** 543 2nd Ave., Suite A, Fairbanks, AK 99701-4712

A proud partner of the **americanjobcenter** network

Alaska's Employment Services program is 100% funded by U.S. Department of Labor through an award of \$7,314,668. We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

Small law office seeking full-time paralegal. We are looking for a self-starter with great customer service skills and the ability to multitask. Stress management is a plus due to difficult clients and unexpected deadlines.

Duties:

- Requesting medical records
- Reviewing records for completeness
- Drafting demand letters
- Corresponding with insurance companies
- Assisting with answering phones
- Drafting legal documents

Qualifications:

- Friendly personality
- Previous legal experience
- Previous experience in an office environment
- Strong computer skills, accurate typing
- Proficiency in Microsoft Word
- Organizational skills