



THE LAW OFFICE OF  
SAM SOMMERMAN

1812 Hewitt Ave, Suite 204  
Everett, WA 98201  
(425) 464-5780  
FrontDesk@SnohomishDefense.com

**Title:** Entry-Level Paralegal

**Company Description:**

The Law Office of Sam Sommerman is a small criminal defense firm taking a mixture of private and public defense cases – primarily in Snohomish County but also practicing in federal district court, King County, and other surrounding jurisdictions. Our mission is to challenge a flawed system and get the best possible outcome for our clients. We are here to help people at one of the lowest points in their life and believe in showing compassion with all our clients regardless of what they are accused of.

**Job description:**

A paralegal at The Law Office of Sam Sommerman would be responsible for: organizing discovery, creating discovery logs and trial binders, drafting subpoenas, filing motions, communicating with clients, keeping track of tasks and calendars, submitting funding requests and billing invoices to state and county agencies.

The qualifications we are looking for are:

- Excellent reading and writing skills
- Computer literacy
- Excellent organizational skills
- Self-starter
- Paralegal certificate
- College degree preferred
- On board with our mission

**Job Details and Benefits:**

- Health care (Premiums paid on the exchange)
- \$40k/yr salary
- 3% 401k matching
- Some flexibility on remote work (hybrid)

**Location:**

Everett, WA

**Contact/application information:**

To apply, please email [frontdesk@snohomishdefense.com](mailto:frontdesk@snohomishdefense.com) with the following information:

- Resume
- Name, phone number, and email address for 3 references