

Logan K. Ashen
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Olympia, WA
(623)760-7980

Work Experience:

Legal Assistant II

Thurston County - Olympia, WA
Feb 2023 - Jun 2024

- Reviews incoming documents and processes according to procedures. Generates basic legal documents for court proceedings according to established formats, policies and procedures. Prepares responses to legal correspondence either from oral instruction or independently. Files and records legal documents, obtains required signatures and authorizations, maintains case files, and records dates on which subsequent actions must occur. Verifies that appropriate information is included on paperwork or in file to ensure accurate processing.
- Sets up and monitors case files to assure timely action or review. Reviews and inputs pertinent case information into computer based data systems. Tracks, updates, logs and monitors activities of cases. Provides and requests information to and from agencies and other jurisdictions. Tracks and monitors files as prescribed and closes, purges and archives files according to policies and procedures.
- Obtains and prepares case files for court sessions ensuring appropriate documentation is in the files. May be requested to attend and assist attorneys in court.
- Prepares documents in required order for imaging and search and solve document series discrepancies. Operates personal computer, scanning, and image conversion equipment. Enters record indexing data and sets-up and maintains a filing system.
- Maintains frequent contact with victims, witnesses, law enforcement agencies, judges, court personnel, defense attorneys, and defendants, as appropriate. Analyzes case specifications and assists in the selection of appropriate mandatory forms required to proceed in court. May set appointments or court hearing dates.
- Worked in multiple divisions including DV, Misdemeanor, Discovery, and Special Victims..

Paralegal

Maricopa County - Phoenix, AZ
Feb 2022 - Sep 2022

- Assists attorneys with discovery, witness interviews, court proceedings, and pretrial/trial preparation, including preparation of witness summaries, depositions, organizing exhibits, and securing evidence and documentation such as subpoenas and witness notifications
- Produces initial drafts of pleadings, motions, briefs, memos, discovery requests and responses, reports, and correspondences as assigned and in accordance with court rules • Assists attorneys in researching statutes, legal cases, and other sources for legal precedents and case applicability utilizing computerized research tools
- Reviews, organizes, indexes, redacts, and date stamps pertinent documents for disclosure/discovery and use in court
- Analyzes, organizes, reviews, and verifies records and other documents obtained through the discovery process
- Utilizes software and case management systems for litigation support and trial use
- Attends continuing legal education seminars and in-house training

Security Supervisor

Community Action Security - Tempe, AZ

Mar 2021 - Feb 2022

- Write or review security-related documents, such as incident reports, proposals, and tactical or strategic initiatives.
- Train subordinate security professionals or other organization members in security rules and procedures.
- Project operating costs for security operations
- Coordinate security operations or activities with public law enforcement, fire and other agencies.
- Assist in emergency management and contingency planning.
- Arrange for or perform executive protection activities.
- Respond to medical emergencies, bomb threats, fire alarms, or intrusion alarms, following emergency response procedures.
- Identify, investigate, or resolve security breaches.
- Monitor security policies, programs or procedures to ensure compliance with internal security policies, licensing requirements, or applicable government security requirements, policies, and directives.
- Analyze and evaluate security operations to identify risks or opportunities for improvement.
- Create or implement security standards, policies, and procedures.
- Conduct physical examinations of property to ensure compliance with security policies and regulations.
- Communicate security status, updates, and actual or potential problems, using established protocols.
- Collect and analyze security data to determine security needs, security program goals, or program accomplishments.
- Supervise subordinate security professionals, performing activities such as hiring, training, assigning work, evaluating performance, or disciplining.
- Plan, direct, or coordinate security activities to safeguard company assets, employees, guests, or others on company property.

Education/Skills

Bachelor's Degree in Criminal Justice Studies

The University of Arizona

Aug 2016 - May 2020

Paralegal Certificate

The University of Arizona

2021

Skills:

Legal Research & Drafting, Case management, Adobe Acrobat, Axon, Getac, Judicial records systems, Managing Discovery, Employee evaluation, Public records requests, Training, Time Management, and Microsoft Office systems.