



METROPOLITAN PUBLIC DEFENDER SERVICES, INC.

MPD has been on the cutting edge of public defense since our inception in 1971. Formed as a non-profit law firm, MPD contracts with the State of Oregon for public defense services. MPD was the first public defender organization under this system. MPD is the largest single provider of trial level public defense services in the state of Oregon, with offices in both Multnomah and Washington counties.

Join our dynamic team and a part of MPD's commitment to being a leader in public defense which includes not just excellence in client representation but a strong commitment to hiring and developing a professional staff of defenders. For more information on MPD and our work visit: www.mpdlaw.com

MPD is currently searching for a Bilingual (English/Spanish) Legal Assistant II to join our Parent/Child Advocacy Department (PCAD) at our Banfield Office. The Legal Assistant position is a customer service position providing administrative support to the defense team. They serve as a liaison between client, attorney, client's family, and elements of the criminal justice system; assess client needs and, as appropriate, refer to additional resources; conduct home visits; coordinate necessary services. Ideal candidate will have a strong work ethic, clear oral and written communication skills, and a commitment to indigent defense excellence. The Legal Assistant II receives general supervision from the Support Staff Chief.

This position pays \$46,746.00 - \$74,506.22 per year. Staff are members of a union. This is a full-time, non-exempt position. In addition to compensation, MPD also offers:

- Medical (choice of PPO or HDHP), Dental (choice of PPO Standard or PPO Enhanced) and Vision – 100% employer paid for employee only coverage
- Flexible Spending Account (FSA) or Health Savings Account (HSA)
- Basic Life, STD, LTD and ADD&D – 100% employer paid
- 401(K) – MPD will contribute 6% of your annual salary with full vesting after the completion of 5 years of service
- PTO – 24 hour upon hire and accrues month to 80 hours and increase to 120 hours starting at 24 months
- 10 paid holidays + 2 Personal Equity Days
- 4 Mental Health Days per year
- Sick Leave – 48 hours upon hire + accrue monthly after six months of employment

Position Qualifications

- High school diploma or GED
- Education or experience working in the legal or social service field.
- Fluent in Spanish and English
- Ability to access clients and witnesses in correctional facilities (may preclude employees and applicants arrested and jailed).
- Excellent verbal and written communication skills

Position Preferences

- Ability to lead by example in the handling of work assignments, as well as in the treatment of staff and others in the criminal justice system.
- Ability to testify in court without impeachment (may preclude employees and applicants convicted of certain crimes within the prior 15 years).
- Maintains confidentiality of agency records.
- Ability to work independently and as part of a team.

Work Environment:

- MPD fosters a work environment that is friendly, cooperative, and respectful.
- Work is generally sedentary, in an office setting, courthouse, field location or jail facility.
- There are frequent requirements for some physical activity such as carrying boxes of records weighing up to 10 pounds, stooping to extract records from files, or carrying and setting up display easels in court.

Application Process:

- Please submit a current resume and cover letter on why you are interested in public defense work or employment with MPD

Diversity and Inclusion: At MPD, we do not just accept difference; we value it and support it to create a culture of dignity and respect for all our staff.

MPD is proud to be an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, disability, military status, national origin or any other characteristic protected under federal, state, or applicable local law.

Accommodation under the Americans with Disabilities Act: We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact Human Resources in advance to request assistance.

Posting Date: 6/2025