



## Records Clerk

Youth, Rights & Justice, an innovative nonprofit law firm based in Portland, Oregon, is seeking a Records Clerk.

Founded in 1975, YRJ is widely recognized as a leader in juvenile law in Oregon. We provide court-appointed representation of children, youth, and parents involved in the foster care and juvenile justice systems—in both the trial and appellate courts. We also represent individual children and youth in school-related special education and discipline matters. On a larger scale, we work to improve the systems impacting our clients through education, legislative and administrative advocacy, class action litigation, publications, and training other lawyers and community partners.

The clients we serve are racially and culturally diverse and from low-income families. Some are living with disabilities, and many are recovering from trauma. The children we serve are experiencing abuse and neglect. The parents we serve include those who are former foster youth and are struggling to keep their families together.

Youth, Rights & Justice offers a competitive benefits package, including 15 days of vacation annually (increases to 20 days after two years); eight hours paid self-care time each month; paid sick and holiday time; medical, dental and vision plans; matching 401K retirement benefits and more.

*We encourage diverse applicants and are aware of research indicating that many women and BIPOC individuals hesitate to apply if they don't fully match all listed qualifications. We encourage you to consider this opportunity holistically and we commit to evaluating candidates for this opportunity holistically.*

**Status Classification:** Regular full-time; non-exempt

**Hours:** Monday through Friday, 8:30 am – 5:00 pm

**Location:** Hybrid office/work from home option

**Salary Range:** \$41,400 - \$58,374

## **Reports to: Data Integrity Manager**

**Summary:** To perform legal records activities at YRJ for court-appointed juvenile dependency and juvenile delinquency cases. The Records Clerk will handle all incoming records requests from clients and outside agencies/partners. The Records Clerk will work in tandem with the Data Integrity Manager on opening case files and maintaining case file accuracy in the online database by processing new case information and document filing.

### **Essential Functions:**

1. Manage, organize, and retrieve physical files in off-site & on-site storage.
2. Respond, compile, redact, and send out requests for legal records from current and former clients.
3. Scan and destroy files according to established file retention and destruction policy.
4. Upon request of the Data Integrity Manager, provide out of office coverage for Data Integrity Manager or Discovery Clerk positions and assist Data Team in daily tasks.
5. Assist Discovery Clerk in weekly case auditing to update case files consistently in the online database.
6. Work with the Data Integrity Manager and Discovery Clerk to prioritize opening new cases in the online database.
7. Assist in conflict checking new case requests as needed.
8. Assist in maintaining & updating current documentation regarding work processes and cross-train with staff as appropriate.
9. Process all discovery received via CDs and flash drives. Maintain ongoing organization of discovery received via CDs and flash drives.
10. Utilize various computer programs and software to enter, maintain, and access case files; maintain calendaring, email and other information as needed.
11. Perform other duties and assist on long-term projects as assigned.

**Required Skills and Experience:**

- Education, understanding, and relevant training in law and related fields (paralegal experience, legal assisting, data entry, database management, business, etc. preferred).
- Advanced knowledge and skills in data entry and database management.
- Strong ability to work in a team with a variety of people and personalities.
- Excellent verbal and written communication skills.
- Advanced knowledge and skills in MS Office applications, including Excel and Word. Advanced knowledge in Adobe Acrobat.
- Ability to work independently and efficiently.
- Ability to prioritize and manage several tasks simultaneously.
- Possess a high degree of attention to detail and organization.

**Preferred Experience & Skills:**

- Personal lived/living experience with child welfare or juvenile justice system, or of systemic inequity/oppression/or its root causes.
- Associates degree or above in a related field preferred.

**Work Environment & Travel:**

- YRJ has a hybrid office model, with the option to work remotely two days per week following the end of a training period.

**Applications & Hiring Timeline**

- To apply, please send a cover letter and resume to: [ally.h@youthrightsjustice.org](mailto:ally.h@youthrightsjustice.org)
- Position closes on October 15.
- Outreach to candidates to schedule interviews October 16-17.
- Interviews are anticipated to begin the week of October 20.