



MDI Is Hiring An Attorney Manager

About the Firm: Multnomah Defenders, Inc. (MDI) is a non-profit public interest law firm established in 1982. Our mission is to provide high quality representation to our clients and to treat every client with dignity and respect. MDI operates with a staff of over 70 people, including attorneys, trial assistants, a social worker, case managers and investigators. MDI lawyers defend adults and juveniles in courts of Oregon in criminal, juvenile, contempt and

appellate matters. MDI is located downtown in the World Trade Center at 1001 SW Naito Parkway, next door to the Multnomah County Courthouse.

Position: This role is designed to be part a part of a cross departmental Management Team, joining the Executive Director, Juvenile Attorney Manager, other Criminal Attorney Managers, Trial Assistant Manager, Docketing Manager and Office Manager in setting client-centered office policy and supporting MDI employees. This position is ineligible for union membership.

Qualifications:

- Membership in the Oregon State Bar
- Minimum level 2 OPDC qualifications approved
- Level 3 or level 4 OPDC qualifications approval desired
- Zealous and competent advocate for public defense clients
- Works well with others collaborating, coordinating, and problem-solving
- Knowledge and familiarity with Multnomah County criminal defense practice and a reputation for modeling professionalism within the legal community

Responsibilities:

- Provide support and advice to beginner attorneys as they build their skills communicating with clients, navigating office resources, issue-spotting police reports, researching and writing motions, connecting with social service providers, experts, negotiating with the district attorney's office, and advocating in the courtroom
- Conduct annual performance reviews
- Assist attorneys to resolve professional conflicts, including but not limited to, staffing conflict checks, navigating internal resources, supporting MDI attorneys in issues with the court or district attorney's office, and intercepting calls from clients in need
- Participate in stakeholder meetings, including MDI manager meetings, Internal Office Attorney meetings, and Monthly defense bar meetings
- Carry a .5 FTE caseload

Compensation: Medical, Dental, Vision, and Life Insurance provided. MDI covers 90% of individual and family medical and dental insurance plans. Employer contributes an amount equal to 10% of salary to 401k after six months of employment, with optional additional employee contributions up to \$23,000 and \$30,500 for employees over 50. Generous sick time, vacation

time, and annual merit-based reviews with raises are also provided. Salary range is \$84,992.41 to \$137,867.65 depending on experience. Position includes free access to two on-site gyms, including one with views of the Willamette River. A Health Reimbursement Account (HRA) is provided. All employees receive 10 paid holidays a year, plus 2 floating holidays. MDI is a supportive and progressive work environment with a passionate workforce dedicated to our mission.

How to Apply: Please email a cover letter and resume to jobs@multnomahdefenders.org

MDI is an equal opportunity employer. We are committed to fostering a workplace culture inclusive of people with respect to their race, ethnicity, national origin, sex, gender identity, sexual orientation, socioeconomic status, veteran status, marital status, age, disabilities, political affiliation, religious beliefs or other characteristics. We encourage you to apply if you identify as part of a marginalized or underrepresented group.