

# Multnomah Defenders, Inc.

Downtown location: 1001 SW Naito Pkwy, Portland OR 97204

Eastside location: 847 NE 19th Avenue, Ste 270, Portland OR 97232

Main Line: 503-226-3083

Website: [www.multnomahdefenders.org](http://www.multnomahdefenders.org)

## Position: Trial Assistant Supervisor | Salary: starting at \$57,873.41

**Position:** As a trial assistant supervisor for a public defense firm, you would be responsible for training, supervising, and providing backup to a team of approximately a dozen assistants in our criminal department, along with coordinating with the fellow management team to promote providing excellent legal representation to our clients.

### Qualifications:

- A commitment to client-centered representation, including modeling compassion, empathy and professionalism
- Familiarity with Multnomah County criminal court docketing and procedures
- Ability to work in a fast-paced environment and problem-solve issues as they arise
- A collaborative approach to working with a management team to collectively accomplish office goals

### Responsibilities

- Work in coordination with the Executive Director and Human Resources to interview, hire, onboard, and train trial assistants
- Supervise trial assistants, including monitoring work quality, coordinating assignments and coverage, and providing staffing backup and support as needed
- Create and maintain current and helpful training manuals for support staff
- Coordinate with the management team to ensure excellent office organization and legal representation
- Support trial assistant, docketing and administrative team
- Create and manage user IDs and passwords for Oregon's Efile system and OECl (Online eCourt Case Information)

**Compensation:** Medical, Dental, and Vision Insurance provided. Generous sick time, vacation time, and annual merit-based reviews with raises also provided. Position includes free access to an on-site gym with views of the Willamette River. Salary starts at \$57,873.41 and increases depending on experience. 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.

**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 70 people, including attorneys, trial assistants, and investigators. MDI lawyers defend adults and juveniles in courts of Oregon in criminal, juvenile, contempt and appellate matters.

***MDI is 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.***

## How to Apply

Please email a cover letter and resume to  
[jobs@multnomahdefenders.org](mailto:jobs@multnomahdefenders.org)