



MDI Is Hiring An Investigator

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 80 people, including attorneys, legal 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 10 SW Salmon Street, next door to the

Multnomah County Courthouse.

Position: An investigator actively seeks information that will help an attorney with the zealous advocacy of their clients. This will involve in-office tasks such as searching and requesting records, processing and certifying paperwork, and making calls. It also involves obtaining testimony from others, serving subpoenas, and collecting and documenting relevant facts. It will require regular trips to the courthouse, trips to correctional facilities, and time spent locating and speaking with people who have direct or peripheral relation to a client's case. A reliable mode of transportation is required for this work. There are times when investigators need to testify in court and comfort doing so is a must. Investigators report to the Executive Director and work closely with a team of attorneys. This position is part of the bargaining unit.

Qualifications:

- MDI investigators must have or pursue DPSST certification
- Ability to empathetically relate to others
- Tech, media, social media, and internet literacy
- Ability to identify legal issues and conduct comprehensive investigations utilizing proper investigative channels and protocols
- Attention to detail and strong writing ability, including the skills to record interview material accurately
- Strong verbal communication skills, including the ability to testify in court and deal effectively with a wide variety of people
- Ability to work independently as well as cooperatively within a legal services team

Responsibilities:

- Locating and interviewing people with relation to or relevant information concerning client cases
- Preparation of detailed written reports
- Viewing and photographing evidence and crime scenes
- Preparation of diagrams, maps, and trial exhibits
- Testifying in court

- Developing leads and sources of information, primarily within the Tri-county area and required subpoena service
- Complete mileage and time records
- Maintain clear and concise log notes in our case manager software, ActionStep
- Maintain availability to the office between 8am and 5pm by telephone and established office hours

Compensation: Medical, Dental, Vision, and Life Insurance provided. MDI covers 90% of individual and family medical and dental insurance plans. Employer contributes 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 \$53,017.91 to \$83,991.96 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 an enthusiastic, 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.