



MDI is Hiring A Legal Assistant Supervisor

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's office is downtown in the World Trade Center at 10 SW Salmon Street, next door to the Multnomah County Courthouse.

Position: This role is designed to be a part of a cross-departmental Management Team, joining the Executive Director, criminal attorney supervisors, Dockets and Data Manager, Juvenile Manager and Operations Manager in setting client-centered office policies. The position will directly supervise legal assistants in our criminal department. The position will be vacant in February 2026, with an ideal candidate beginning in February or March 2026.

Qualifications:

- A commitment to client-centered representation, including modeling compassion, empathy and professionalism
- Ability to work in a fast-paced environment and collaboratively problem-solve issues as they arise
- Works well in a team environment coordinating, and cooperating with others
- Familiarity with Multnomah County criminal court docketing and procedures a plus but not required
- Experience supervising employees in a mission-driven organization strongly preferred

Responsibilities:

- Work in coordination with the Executive Director and Human Resources to interview, hire, onboard, and train legal assistants
- Supervise legal assistants, including ensuring strong work performance, 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 legal assistant, docketing and administrative teams

Benefits and Perks: Salary ranges from \$60,767.08 to \$94,369.14, depending on experience and qualifications. The position is in-person and on-site, with some limited opportunities for remote work. Medical, Dental, and Vision Insurance provided. Generous sick time, vacation time, and annual merit-based reviews with raises also provided. Position includes a paid

pass to the World Trade Center parking garage and 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.