



LEGAL ASSISTANT JOB VACANCY **NOW ACCEPTING APPLICATIONS**

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, 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, next door to the Multnomah County Courthouse.

Position: Legal assistants are a key department of MDI. They support attorneys, maintain case files, and engage with clients. Each legal assistant assists multiple attorneys, while being available for additional coverage in conjunction with the administrative team. Clear communication, flexibility, and effective prioritization are key skills to succeed in this position. Legal assistants are supervised by the Legal Assistant Supervisor. This is a full-time, non-exempt position, working 8am – 5pm. This position is part of the bargaining unit.

Qualifications:

- Highly organized with the ability to learn new systems
- Professional communication skills, calm phone demeanor, team-minded approach
- Competency in Microsoft Word, Excel, Outlook, and Windows computers
- Flexibility, strong multitasking skills, attention to detail
- Experience working with people under stress, and a commitment to indigent defense
- Experience in ActionStep or other case management software a plus

Compensation: Medical, Dental, and Vision Insurance provided. Generous sick time, vacation time, and annual merit-based reviews with raises also provided. Entry level salary begins at \$50,570.92 and has a range up to \$80,841.77 with increased steps depending on experience and qualifications. Legal assistants work a hybrid work schedule. MDI offers a monthly TriMet pass, which can be used on the bus, max, and streetcar. There is an additional pay increase for those that choose to take and pass a Spanish language proficiency test; other languages will be eligible if used in client assistance. A Health Reimbursement Account (HRA) is provided. There is free use of an on-site gym. MDI is a supportive and progressive work environment and is an ideal fit for those that want to work towards true justice.

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.