



Job Announcement Part-Time Legal Assistant – Longview

The Northwest Justice Project (NJP) is a not-for-profit law firm with a mission of **Combatting Injustice • Strengthening Communities • Protecting Human Dignity**. NJP secures justice for people in or near poverty through high quality legal advocacy that promotes the long-term well-being of low-income individuals, families and communities through legal representation, community partnerships, education and other advocacy. NJP's Longview office seeks a part-time (21 hours per week), experienced legal assistant to support our fast-paced field office and attorneys. This position is located in our Longview office.

JOB DUTIES:

- Support dynamic and energetic group of legal aid attorneys representing clients on a wide range of civil legal needs.
- Assist attorneys in all aspects of litigation.
- Understand and empathize with the stresses experienced by clients who are impacted by poverty, mental health, unstable housing, substance use disorder, domestic strife, and other barriers.
- Prepare and maintain case files according to attorney preferences.
- Prepare and edit correspondence, legal pleadings, and other documents independently and consistent with attorney instructions.
- Maintain legal files and detailed records in the electronic case management system.
- File pleadings, briefs and other court documents; arrange service of process.
- Assist in client communication, case development, and limited research and investigation.
- Perform certain clerical duties: answer telephones, make appointments, manage calendars, take messages, and answer inquiries.
- Coordinate community outreach/education events and trainings.
- Develop working knowledge of family law and housing cases in order to respond to client needs and questions.
- Gain knowledge of referral resources to help clients access other legal and human services providers or appropriate organizations.

QUALIFICATIONS:

- Prior experience as a legal assistant or legal secretary preferred, ideally supporting litigation attorneys.

- Experience working with mandatory family law and other mandatory court forms is preferred.
- Good organizational/time management skills—must be able to successfully manage multiple duties, tasks, and deadlines.
- Ability to work efficiently and maintain a high attention to detail. Ability to prioritize work and perform administrative tasks such as case deadlines, ordering supplies, office organization, etc.
- Knowledge or commitment to learn court filing protocols; legal forms, documents, and citation; and federal, state, and appellate court rules.
- Demonstrate intermediate to advanced computer skills in Microsoft Office Suite including Word, Excel and Outlook and be open to learning new software applications.
- Accurate and detail-oriented, with the ability to give and receive feedback effectively.
- Openness to interact with at-risk clients facing crisis.
- Manage stress and work calmly under pressure.
- Possess strong verbal and written communication skills.
- Desire to work collaboratively, with the ability to work independently.
- Demonstrate cultural competence and sensitivity in working with diverse clients, communities, and colleagues.
- Use and operate office machines effectively.

NJP has an organizational commitment to fight racism and to incorporate equity and inclusion in both the work we do and work environment we create. All staff are expected to uphold this commitment and approach their role with a desire to learn and grow in this area.

Salary Range: Starting salary is based upon years of experience, starting at \$23.29 per hour. This is a non-exempt position. We offer a comprehensive benefits package, which includes 100% paid employee health premiums and significant premium shares for family health premiums, as well as generous time off.

Hours of work: 9:00 – 5:00, Monday through Friday.

To Apply: Submit a letter of interest and current resume to Human Resources at resume@nwjustice.org. Cover letter and email subject line should clearly reference “Legal Assistant – Longview”. Cover letter should include description of any past experience, personal or professional, with low income or other marginalized communities. **The Northwest Justice Project is especially interested in qualified candidates whose professional, personal and/or service experience allow them to contribute to and support the legal aid community’s commitment to race equity.**

Application Deadline: August 21, 2020

NJP is committed to a policy of equal opportunity and fosters an environment free of barriers and discriminatory practices. NJP actively promotes mutual respect, acceptance, teamwork and productivity. NJP is committed to maintaining an organization whose staff, Board and clients are diverse in background, experience, race, color, national origin, gender, age, religious reference, marital status, sexual orientation, gender identity, gender expression, sensory, mental or physical abilities, veteran status, and other qualities that strengthen the program while reinforcing its commitment to basic fairness. People of color, people who identify as transgender, lesbian, gay, or bisexual, and those with disabilities are strongly encouraged to apply. Individuals needing a reasonable accommodation for the application or interview process or for more information about the project should contact the Human Resources Department by calling (206) 464-1519.