

Youth, Rights & Justice

ATTORNEYS AT LAW

Youth, Rights & Justice is seeking to hire a paralegal. YRJ is widely recognized as a leader in juvenile law in Oregon.

YRJ provides court-appointed representation of children, youth, and parents involved in the child welfare and juvenile justice systems—in both the trial and appellate courts. We also represent individual children and youth in school-related special education and discipline matters. On a larger scale, we work to improve the systems impacting our clients through legislative and administrative advocacy, class action litigation, publications, and training other lawyers and community partners.

The youth we serve are racially and culturally diverse and from low-income families. Many are experiencing abuse and neglect, living with disabilities, and recovering from trauma. The parents we serve include those who are former foster youth and are struggling to keep their families together.

We are committed to achieving a diverse workforce. Candidates from diverse backgrounds are encouraged to apply. All qualified applicants will receive consideration for employment without regard to status as a protected veteran or a qualified individual with a disability, or other protected status, such as race, religion, color, national origin, sex, gender identity, sexual orientation, marital status or age.

Paralegal Job Description

Status: Full-time, regular non-exempt (hourly)

Hours: Monday through Friday, 8:30am – 5:00pm

Reports to: Supervising Attorney of Appeals

Summary: Paralegal to assist attorneys with Oregon appellate cases and other office needs.

Date Posted: 02/05/2020

Essential Duties and Responsibilities:

1. Open and prepare new appeals cases following office intake procedures and meeting ethical guidelines for attorneys.
2. Prepare and e-file legal documents, including, but not limited to, motions, notices, and affidavits, as requested by the attorney.
3. Assemble, proofread, format and file appellate briefs and petitions.
4. Calendar important due dates; schedule appointments, arguments and other meetings for attorneys in the attorney calendars.

5. Assist in maintaining client contact by preparing form letters at each stage in the appellate process.
6. Help to locate clients who change addresses and contact information frequently throughout the duration of a case.
7. Work with other professionals to obtain trial court files, exhibits, and transcripts, and occasionally to correct errors or omissions in those documents (under attorney supervision).
8. Maintain paper files and electronic files for each appeal case for YRJ.
9. Respond to clients in a manner that is professional, timely, and ethical.
10. Meet regularly with assigned attorneys.
11. Assist with office needs including but not limited to coverage for other office staff, as needed.
12. Develop community resources and contacts and positive working relationships with other professionals in the community.
13. Utilize various computer programs to enter, maintain and access case files, calendaring and other information as needed.
14. Facilitate requests for help from outside attorneys to the Juvenile Law Resource Center, perform conflict checks and log assistance given.
15. Perform other duties as assigned.

Skills:

Telephone Etiquette	Organization
Oral Communication Skills	Planning
Written Communication Skills	Proofreading and Grammatical Skills
Legal Terminology	Attention to Detail
Interpersonal Skills	Time Management
Basic Legal Research	Strong Computer Skills

Desired Skill:

Paralegal work in the Oregon appellate system. Strong understanding of proofreading and grammar basics. Knowledge of the Oregon Rules of Appellate Procedure.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Associates Degree in Paralegal Studies or at least 2 years of relevant experience.

Language Ability:

Ability to read and write routine reports, legal documents and correspondence.

Math Ability:

Ability to calculate due dates using a calendar, Excel spreadsheet, or other tools.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to independently solve problems by considering a number of different factors and circumstances.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit and use hands.

Salary Range: \$19.50 - \$25.50 depending on relevant experience.

To Apply: Please submit a cover letter and resume by 5:00 pm PST on Feb. 18, 2020 to jobs@youthrightsjustice.org