



Northwest Justice Project

Toll Free 1-888-201-1012
www.nwjustice.org

César E. Torres
Executive Director

Job Announcement Bilingual Legal Assistant – Walla Walla

The Northwest Justice Project (NJP) is the largest publicly funded civil legal aid organization in Washington with 18 offices located throughout the state providing legal services to low income persons and their communities. NJP's Walla Walla office (a satellite of our Tri-Cities office) office seeks a full-time, experienced legal assistant to assist attorneys who primarily work in the areas of family law, housing, and consumer issues. NJP seeks a qualified applicant committed to supporting our mission through the work of the Walla Walla office serving primarily Walla Walla, Columbia, Garfield, and Asotin Counties.

JOB DUTIES:

- Prepare and edit correspondence, legal pleadings, and other documents independently and consistent with attorney instructions.
- Maintain legal files and records.
- Manage litigation and outreach calendars.
- Assist in filing pleadings, recording documents, and arranging service of process.
- Assist in client communication, fact development, computer-assisted legal research.
- Assist in community outreach/education.
- Coordinate attorney scheduling.
- Perform investigative work (research facts, gather discovery, access data bases etc.).
- Maintain a professional working relationship with our clients and the community.
- Perform assigned clerical/administrative/other office tasks.
- Answer multi-line computer phone system as needed.
- Must be able to travel to Columbia, Garfield, and Asotin Counties as needed.

QUALIFICATIONS:

- Working knowledge of federal, state, and local rules and procedures, or ability to read, understand and follow the rules and procedures.
- Possess good organizational/time management skills: successfully manage multiple duties/tasks, deadlines, and prioritize work.
- Demonstrate intermediate/advanced computer skills in Microsoft Office Suite including Word, Excel, and Outlook and be open to learning new software applications.
- Use and operate office machines such as copiers, scanners, fax machines, etc. effectively.
- Be accurate and detail-oriented.
- Possess strong oral and written communication skills.
- Demonstrate cultural competence and sensitivity in working with diverse clients, communities, and colleagues.
- Ability to work both within a team environment and independently.
- Bilingual Spanish/English required.

- Familiarity with state and federal benefit programs such as DSHS and SSA is preferred.

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/BENEFITS:

Salary scale DOE. Attractive benefits package, including medical, dental and disability coverage.

APPLICATIONS: Email Cover letter and resume to Karen Holland at resume@nwjustice.org Cover letter should include description of any past experience and competence, personal or professional, working with low income or other marginalized communities. Include proficiency in languages other than English on the resume. Position will remain open until filled, with priority given to applications received prior to **November 9, 2018**.

The Northwest Justice Project is committed to a policy of equal opportunity in an environment free of barriers and discriminatory practices for its client communities, Board and staff. NJP actively promotes mutual respect, acceptance, teamwork and productivity among people who are diverse in work background, experience, race, color, national origin, sex, age, religious preference, marital status, sexual orientation, sensory, mental or physical abilities, veteran status, or any other perceived differences. This policy strengthens 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.