



Northwest Justice Project

Job Announcement Legal Assistant – Everett

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 Everett office seeks a full-time, experienced legal assistant to support our fast pace field office and attorneys. The primary practice areas include family law, housing, consumer, and public benefits. This is a full-time position.

JOB DUTIES:

- Prepare and edit correspondence, legal pleadings and other documents independently and consistent with attorney instructions.
- Assist attorneys doing appellate work including, but not limited to, formatting pleadings, doing tables of authority and tables of content, assembling appellate briefs, etc.
- Supporting attorneys in all aspects of litigation including, but not limited to, filing affirmative litigation, discovery, working with experts, trial, etc.
- Maintain legal files and records.
- Manage litigation and office calendars.
- Assist in filing pleadings, recording documents and arranging service of process.
- Assist in client communication, fact development, limited computer-assisted legal research and community outreach/education where appropriate.
- Coordinate client/ interpreter/attorney scheduling, communicate regularly with advocates and clients, and assist attorneys with work related to clinics that mainly assist immigrant victims of domestic violence and sexual assault and a clinic that handles consumer debt as well as other possible future clinics.
- Perform investigative work (research facts, gather discovery, access data bases etc.) as requested.
- Maintain a professional working relationship with our clients and the community.
- Perform reception duties: Assist with individuals coming into office seeking services; answer telephones; manage office voicemail box.
- Supporting attorneys doing bankruptcy work, including using relevant software-particularly Best

Case

- Clerical/administrative/other office tasks assigned.

QUALIFICATIONS:

- Qualified applicants should have a demonstrated experience and knowledge of Snohomish County Superior and District Court procedures and local rules, including, but not limited to, knowledge of family law procedure, including the Snohomish County Superior Court family law local rules.
- Experience supporting attorneys in discovery in civil matters
- Experience supporting attorneys doing appellate work including formatting appellate briefs, table of authorities, table of contents and filing, serving and managing appeals.
- Experience working with mandatory family law and other mandatory court forms.
- Working knowledge of federal and state rules and procedures.
- Experience filing in federal and federal bankruptcy court helpful
- Knowledge of bankruptcy software, particularly Best Case a plus
- Possess strong organizational/time management skills: successfully manage multiple duties/tasks and deadlines and prioritize work.
- Demonstrated 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, etc. effectively.
- Be accurate and detail-oriented.
- Possess strong verbal and written communication skills.
- Demonstrate cultural competence and sensitivity in working with diverse clients, communities, and colleagues.
- Manage stress and work calmly under pressure.
- Ability to work within a team environment and to work independently.
- Spanish fluency 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 Range: Starting salary is based upon years of experience, with an annual salary range starting at \$42,392. 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 – Everett”. 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: July 7, 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.