



Northwest Justice Project

Job Announcement Legal Assistant – Tacoma

The Northwest Justice Project (NJP) is a not-for-profit law firm with a mission of **Combating 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 Tacoma office seeks a full-time, experienced legal assistant to join a team assisting the 10 attorneys and two paralegal advocates who provide direct legal services to clients in Pierce County. These advocates practice family, housing, healthcare, public benefits, consumer, employment and civil rights law.

JOB DUTIES:

- Communicate effectively with clients, court staff, opposing parties and colleagues.
- Independently prepare and edit correspondence, pleadings, briefs and other documents consistent with attorney instructions, court rules and office standards.
- Conduct intake interviews, conflict checks and create case management records.
- Maintain legal files and case management system records.
- File pleadings, record documents, arrange service of process.
- Prepare and file trial & appellate briefs in state and federal court.
- Manage litigation, mediation, and outreach calendars.
- Coordinate client, interpreter, and attorney scheduling.
- Fact development, discovery and other records and database management.
- Prepare and manage trial or hearing exhibits.
- Track case information, grant compliance, client statistics, and outreach activity to assist in developing reports to funding sources.
- Develop knowledge of NJP projects and community resources in order to respond to client needs and questions and help clients access other service providers.
- Maintain a professional working relationship with our clients and the community.
- Clerical, administrative, financial recordkeeping and other tasks as assigned.
- Work collaboratively with other legal assistants to cover office support needs.
- Will serve as back up receptionist.

QUALIFICATIONS:

- Have or develop a working knowledge of state and local court rules.
- Experience working with discovery, including medical and financial records.
- Familiarity with Westlaw and Bluebook citation formats.
- Have working knowledge of computerized calendar and case management systems.
- Operate office machines such as copiers, scanners, fax machines, etc.
- Demonstrate advanced knowledge of Microsoft Office Suite including Word, Excel, Outlook, and PowerPoint and be open to learning new software applications.
- Possess good organizational and time management skills – ability to successfully manage multiple duties, tasks, and deadlines and be able to prioritize work.
- Be detail oriented and accurate.
- Possess strong oral and written communication skills.
- Demonstrated cultural competence and sensitivity in working with diverse clients, communities, and colleagues.
- Ability to work within a team environment and to work independently.
- Ability to work calmly under pressure and manage stress appropriately. • Expertise in family law forms and procedures desired, but not required.
- Fluency in Spanish language a plus, but not required.

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 – Tacoma”. 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, Legal Assistant – Tacoma, June 2020 Page 3

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.