



Job Announcement Legal Assistant – Pullman Satellite Office

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 seeks applications from qualified legal assistants committed to supporting NJP's mission through the work in our Pullman Satellite office. The Spokane Field Office is the main office and it has the satellite offices in Colville and Pullman. This is a full time in person position.

Applicants should be culturally competent and have demonstrated experience working with low-income client communities, communities of color, limited English speakers and persons with disabilities.

Demonstrated experience and/or connection to NJP's client communities is preferred. Northwest Justice Project is especially interested in qualified candidates with professional, personal and/or service experience that allows them to contribute to and support the legal aid community's commitment to race equity.

NJP requires all employees to be vaccinated and boosted against COVID-19. Providing proof of COVID-19 vaccine is a condition of employment. Exemptions based on medical and sincerely held religious beliefs may be requested per NJP's EEO employer policy.

JOB DUTIES:

The Legal Assistant will undertake a range of duties including but not limited to:

- Primarily responsible for coverage of the front desk for the Pullman office.
- Prepare and edit correspondence, legal pleadings, and other documents independently and consistent with attorney instructions.
- Maintain legal files and records in the case management system.
- Manage litigation and outreach calendars.
- Work collaboratively with other legal assistance and reception to cover support staff absences.
- Assist in filing pleadings, recording documents, and arranging service of process.

- Assist in client communication, fact development, and limited computer-assisted legal research.
- Assist in arranging, preparing, and attending community outreach and education.
- Coordinate client, interpreter, and attorney scheduling, communicate regularly with advocates, clients, and attorneys.
- Perform investigative work (research facts, gather discovery, access databases, compile medical and financial records, etc.) as requested.
- Track case information, grant compliance, client statistics, and outreach to assist in developing reports.
- Have or develop knowledge of NJP projects and outside referral sources in order to respond to client needs and questions and help clients access other legal, health, and social service providers.
- Maintain a professional working relationship with our clients and the community.
- Clerical, administrative, and other tasks as assigned.

QUALIFICATIONS:

- Demonstrated knowledge of Superior Court and District Court Local Rules, particularly as it relates to civil proceedings, in Whitman, Asotin and Garfield Counties.
- Possess good organizational/time management skills: successfully manage multiple duties/tasks and deadlines and prioritize work.
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- Past work experience should include duties which required being detail-oriented and highly accurate.
- Possess strong oral and written communication skills.
- Demonstrate cultural competence and sensitivity in working with diverse colleagues and in an inclusive environment.
- Ability to work within a team environment, to work independently, and to follow directions.
- Demonstrated intermediate/advanced computer skills in Microsoft Office Suite including Word, Excel and Outlook and open to learning new software applications.
- Experience using basic office machines such as copiers, scanners, etc.

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.

COMPENSATION:

Salary is based upon years of experience, with an annual salary range of \$48,241 to \$81,967. NJP also offers compensation for those who are regularly asked to use a language other than English in their work. 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

**Please apply by sending your resume and cover letter to resume@nwjustice.org
Application deadline is May 5, 2023.**

Cover letter should include description of relevant experience including personal or professional engagement with low income and diverse communities.

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 preference, 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.