

## Job Announcement

### Legal Assistant—Portland Regional Office

**Job Description:** Oregon Law Center (OLC) seeks a full-time legal assistant, assigned to perform receptionist functions, bilingual in Spanish and English. The position is located in a downtown Portland office that is comprised of five attorneys and a paralegal. The office serves eight counties in northwest and central Oregon. The position works primarily with Spanish-speaking clients.

OLC is a nonprofit legal services program committed to achieving justice for the low-income communities of Oregon by providing a full range of the highest quality civil legal services. OLC operates eleven regional offices around the state.

#### Responsibilities:

- General office support: answer phones, receive mail, monitor and order supplies, manage calendar
- Conduct client intake interviews
- Interpret for Spanish-speaking clients and translate documents
- Provide general information and referrals
- Assist with Microsoft Word documents and Excel spreadsheets
- Staff the front desk and greet visitors in a professional and positive manner
- Help keep the office tidy, organized, and running smoothly
- Assist attorneys with legal projects and outreach as needed
- Help with other office projects as needed
- Occasional travel throughout northwest and central Oregon

**Qualifications:** Bilingual in Spanish and English (written and verbal). Excellent written and verbal communication skills. Strong office IT skills. Relate well to and have empathy for low-income clients. Learn quickly, adapt easily, and enjoy supporting an office. High school diploma or GED. Experience in a legal setting is helpful but not required.

**Salary/Benefits:** Full-time position; salary depends on experience. Strong benefits package.

**Application:** Apply by May 23, 2018. Send resume, cover letter, and list of three references to Marisa Samuelson, Managing Attorney, Portland Regional Office, [msamuelson@oregonlawcenter.org](mailto:msamuelson@oregonlawcenter.org). Please be sure to describe your Spanish proficiency level. No phone calls please.

**OLC is an equal opportunity employer committed to creating a healthy work environment for a diverse staff. We encourage people from diverse backgrounds and communities to apply.**