



# Northwest Justice Project

401 Second Ave S. Suite 407  
Seattle, WA 98104  
Tel. (206) 464-1519  
Fax

Toll Free 1-888-201-1012  
[www.nwjustice.org](http://www.nwjustice.org)

César E. Torres  
Executive Director

## Job Announcement Legal Assistant - Pullman EXTERNAL

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 new office in Pullman seeks a full-time, experienced legal assistant to assist attorneys who provide legal services to our clients. As an office offering services in a variety of practice areas, support could include attorneys practicing family law, housing, public benefits, and consumer protection. Additionally, the person in this role will function as the primary receptionist for the office.

### **JOB DUTIES:**

- Prepare and edit correspondence, legal pleadings, and other documents independently and consistent with consumer protection. Additionally, the person in this role will function as the primary receptionist for the office.
- Maintain legal files and records in the case management system.
- Manage litigation, mediation, 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 Whitman, Garfield and Asotin County Superior Court and District Court Local Rules, particularly as it relates to civil proceedings.
- Experience working with medical and financial records.
- Working knowledge of state and local rules.
- Familiarity with Westlaw and Bluebook citation formats.
- Have working knowledge of on-line case management systems.
- Use and 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.

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 of \$42,392 - \$74,214. 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:** NJP's typical client office hours are 9:00 – 5:00, Monday through Friday.

**To Apply:** Submit a letter of interest and current resume to Human Resources at [resume@nwjustice.org](mailto:resume@nwjustice.org). Cover letter and email subject line should clearly reference “Legal Assistant – Pullman”. 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: December 1, 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.