

Part-time Civil Litigation Legal Assistant/Paralegal, currently a remote position

The Rosen Law Firm, P.C. of Portland, Oregon, is growing and looking for a part-time legal assistant/paralegal. The ideal candidate demonstrates high-level attention to detail and accuracy, an affinity for multi-tasking, and can efficiently and independently perform a variety of legal administrative duties.

The ideal candidate will be proficient in:

- Assisting firm attorneys in civil litigation;
- Filing pleadings electronically;
- Knowing and complying with court rules, administrative rules, and statutes;
- Preparing documents using templates or court forms and preparing trial and arbitration notebooks;
- Maintaining electronic files;
- Organizing and producing discovery;
- Performing factual e-searches;
- Scheduling meetings, hearings, depositions, arbitrations, and other events;
- Maintaining attorney and case calendars;
- Maintaining case files by opening, filing, updating, and closing files as appropriate in electronic case management system; and
- Proofreading, editing, and formatting document drafts to final including spelling, grammar, and punctuation.

Candidates should have experience in the Oregon state and federal courts. Experience in Washington courts is a plus. Strong computer skills are essential, including experience with Microsoft Outlook and Word. Experience with Thomson Reuters Firm Central and Trello is a plus.

Requirements

We seek candidates who have:

- 4+ years in a litigation law firm;
- 4+ years experience with Oregon state courts; and
- 3+ years as a legal assistant or paralegal.

An Associates Degree in paralegal or similar studies is a plus.

Why join The Rosen Law Firm, P.C.?

We are a widely respected Pacific Northwest aviation and products liability litigation firm dedicated to excellence in client service and hiring talented and diverse professionals. The firm is a fast-paced, small law firm with national clients. The Rosen Law Firm, P.C. offers competitive compensation, a generous benefits package including medical, dental, and vision options, paid time off, and more.

The firm's collaborative team environment means the insights and opinions of all personnel, regardless of their title, are sought and appreciated.

The Rosen Law Firm P.C. is an equal opportunity employer. We welcome all applicants and provide a workplace in which employees are included, respected, and valued. Salary depends on qualifications and experience.

Applicants should submit to odermott@rosenlawfirm.com:

- Cover letter
- Resume

All inquiries will be held in strict confidence.