

Youth, Rights & Justice

ATTORNEYS AT LAW

Youth, Rights & Justice is seeking to hire a Legal Assistant Supervisor. YRJ is widely recognized as a leader in juvenile law in Oregon.

YRJ provides court-appointed representation of children, youth, and parents involved in the child welfare and juvenile justice systems—in both the trial and appellate courts. We also represent individual children and youth in school-related special education and discipline matters. On a larger scale, we work to improve the systems impacting our clients through legislative and administrative advocacy, class action litigation, publications, and training other lawyers and community partners.

The clients we serve are racially and culturally diverse and from low-income families. Many are experiencing abuse and neglect, living with disabilities, and recovering from trauma.

YRJ is a 501(c)(3), tax-exempt nonprofit organization. Approximately 80% of our budget is from contracted services, with 20% from philanthropic sources. A dedicated 15-member Board of Directors governs YRJ. Board members bring diverse knowledge and connections within Oregon's legal, business, nonprofit, and education communities.

We are committed to achieving a diverse workforce. Candidates from diverse backgrounds are encouraged to apply. All qualified applicants will receive consideration for employment without regard to status as a protected veteran or a qualified individual with a disability, or other protected status, such as race, religion, color, national origin, sex, gender identity, sexual orientation, marital status or age.

YRJ's benefits include medical, dental, vision, AD&D, STD, LTD, and life insurance. The organization has a 401(k) retirement plan and also offers paid vacation and sick time.

Legal Assistant Supervisor Job Description

Status Classification: Regular full-time; exempt (salary)

Hours: Monday through Friday, 8:30 am – 5:00 pm; some afterhours work required.

Salary Range: \$44,722 - \$67,082

Reports to: Executive Director

Date Posted: 7/01/2020

Summary: Responsible for managing the professional staff (legal assistants, data integrity manager, and records specialist) for trial-level cases. The Legal Assistant Supervisor is a senior staff member of the organization, reporting to the Executive Director, and will work closely with the trial-level Supervising Attorneys.

The typical workload will involve 66% of Legal Assistant Supervisor's time dedicated to training, supervision, and oversight of the work of YRJ professional staff and 33% of the time dedicated to managing a workload of legal assistant responsibilities.

Essential Duties and Responsibilities:

1. Provide or oversee training of new professional staff. In consultation with Supervising Attorneys, develop and prepare training materials. Provide refresher trainings for professional staff on an as needed basis.
2. On-going supervision, advice, and training of professional staff on an as-needed basis in all types of cases and with respect to other responsibilities, including but not limited to, trial level dependency, termination of parental rights and delinquency cases, and administrative cases such as JPSRB, special education, and school discipline.
3. Management of weekly team meetings; attendance and support at weekly case meetings.
4. Assignment of and maintenance of professional staff workload, taking into account staff strengths, preferences, and expertise.
5. Take calls from court staff and agency professionals when the assigned attorney and their legal assistant are not available.
6. Facilitate effective communication between lawyers and legal assistants, gathering information from both about training and process improvement needs.
7. Maintain and update Legal Assistant Manual and other process documents.
8. Develop and implement professional development plans for professional staff; solicit and provide performance feedback. Development of corrective action plans for professional staff not in compliance with YRJ expectations.
9. Develop professional staff competency regarding data integrity (opening and closing files, running reports); ensure a plan is in place support the essential work of the Data Integrity Manager when they are out of the office.
10. Advising the Executive Director regarding office strategy, hiring, performance issues, corrective action, exemplary performance, change of assignments and other personnel related issues
11. Carry a limited trial-level workload including:
 - a. When directed, attend various meetings and conduct home visits. These meetings may include: client advocacy as directed by the attorney, note taking, driving to various locations around the state and compiling information gathered at meetings and home visits into YRJ data bases.
 - b. Prepare legal documents, including, but not limited to, subpoenas, motions, orders, affidavits, discovery requests and substitution motions, as requested by the attorney.
 - c. Conduct on-going case work, including, but not limited to, coordinating investigation process, arranging for interpreters/translators, obtaining information/status update on client, notifying parties of court dates and appointments, updating discovery as needed and trial preparation support. Make OPDS expense requests. Document all of the above and enter in the electronic case file.

- d. Schedule appointments, hearings and other meetings for attorneys in the appropriate calendar for the attorney.
- e. Respond to clients in a manner that is professional, timely, and ethical at all times.
- f. Communicate information to clients in an ethical and professional manner. All legal questions are referred to an attorney.
- g. Facilitate the delivery of legal documents via coordinating with others in the office or delivering documents.
- h. Meet regularly with assigned attorneys to ensure cases are handled in a manner that meets legal and ethical obligations.
- i. Maintain an updated and accurate calendar for the LA and assigned attorneys according to current office policy.
- j. Assist with office needs including but not limited to coverage for other legal assistants and office staff, as needed.
- k. Develop community resources, contacts, and positive working relationships with other professionals in the community.
- l. Utilize various computer programs to enter, maintain and access case files, calendaring and other information as needed.

12. Perform other duties as assigned.

Required skills and Abilities:

- A commitment to YRJ's mission
- Support the diversity, equity and inclusion efforts of YRJ. Commitment to amplifying the voices of our clients and their communities
- Ability to create an attitude of cooperation, professional growth and unity among YRJ attorneys and staff
- Ability to lead by example in handling of cases and clients, as well as in treatment of staff and other members in the juvenile court system
- Ability to conduct individual and group training effectively
- Ability to effectively carry out evaluations
- Ability to provide coaching, training and other strategies to help improve performance deficits
- Ability to utilize and support the disciplinary process as needed
- Ability to effectively handle all legal assistant work and to share expertise with other staff members
- Ability to assume a supervisory role, communicate, delegate, and carry to management directives on an effective and timely basis
- Successful experience leading a team, navigating conflicts, and implementing process changes
- Ability to write, proofread and edit legal documents
- Basic computer skills including word, excel, power point, MS Teams. Able to use excel to create reports, manipulate data, and analyze reports

Desired Skill:

Bilingual in Spanish and English

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preferred Education/Experience:

Associates Degree in Paralegal Studies OR Associates or Bachelor's Degree in a closely related field OR at least five years of equivalent experience. Three to five years of supervisory experience in a fast-paced, demanding atmosphere.

Preference for applicants with lived experience as a consumer of child welfare or juvenile justice services.

Preference for applicants with lived experience as members of a historically underserved population.

Certifications/Licenses:

Valid Driver's License, Automobile insurance coverage as required by state law, and a vehicle.

Language Ability:

Ability to read and interpret documents such as court reports, police reports and medical evaluations. Ability to write routine reports, legal documents and correspondence. Ability to speak articulately before groups to advocate for clients.

Math Ability:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Ability to use MS Excel to create and analyze reports.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to independently solve problems by considering a number of different factors and circumstances.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. While performing the duties of this job, the employee is regularly required to talk or hear and occasionally use sense of smell. The employee is frequently required to sit and use hands and occasionally stand, walk and climb. The physical demands of the job vary on a daily basis and

are determined by the location and accessibility of home visit sites. The employee may experience home visit locations with varying degrees of cleanliness.

To Apply: Please submit a cover letter, resume via email by 5:00 pm PST on July 12, 2020 to Tanisha.D@youthrightsjustice.org. In your cover letter, please address the following 3 areas of responsibility and how you would apply these areas in the workplace as the LA Supervisor:

1. People management including holding staff accountable
2. Conflict resolution and problem-solving
3. Equity and inclusion as it relates to managing a team, assigning work, etc.