



Discovery Clerk Job Description

Youth, Rights & Justice, an innovative nonprofit juvenile public defense provider based in Portland, Oregon, is seeking a Discovery Clerk!

Founded in 1975, YRJ is widely recognized as a leader in juvenile law in Oregon. We provide court-appointed representation of children, youth, and parents involved in the foster care 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 education, 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. Some are living with disabilities, and many are recovering from trauma. The children we serve are experiencing abuse and neglect. The parents we serve include those who are former foster youth and are struggling to keep their families together.

Youth, Rights & Justice offers a competitive benefits package, including 15 days of vacation annually (increases to 20 days after two years); eight hours paid self-care time each month; paid sick and holiday time; medical, dental and vision plans with majority employer-paid premium for employee ; a wellness stipend; matching 401K retirement benefits and more.

We encourage diverse applicants and are aware of research indicating that many women and BIPOC individuals hesitate to apply if they don't fully match all listed qualifications. We encourage you to consider this opportunity holistically and we commit to evaluating candidates for this opportunity holistically.

Status Classification: Regular full-time; non-exempt (hourly)

Hours: Monday through Friday, 8:30 am – 5:00 pm.

Salary Range: \$37,700-\$49,387 annually depending on experience.

Reports to: Data Integrity Manager

Duties and Responsibilities:

1. Receive discovery/documents/discs. Scan and enter into the online database (or make available through alternative method). Forward all audio/video discovery to Records Clerk for further processing.
2. Process e-discovery and paper discovery & file in the online database daily.
3. Receive court dockets and reports including daily hearing dockets and call hearing dockets. Document potential conflicts, consult with supervising attorneys regarding conflicts, document conflict determination in online database. Disseminate docket information to staff.
4. Process office voicemails and forward messages as appropriate.
5. Sort, date, process and distribute incoming mail. Take outgoing office mail to the mail drop box.
6. Process faxes.
7. Assist in providing coverage for Data Integrity Manager when they are out of the office. Coverage may include opening new cases and updating case information in the online database as needed.
8. Handle incoming court notifications received for new legal documents and hearings to be added to online database.
9. Maintain current documentation regarding work processes and cross-train staff as appropriate.
10. Receive, process, and enter hearing dates into the online database for new hearing dates set following daily court proceedings.
11. Perform other duties as assigned.

Qualifications:

- Some college, legal training, or law office experience preferred.
- Knowledge and experience using current or recent versions of Microsoft Windows, Adobe, MS Office or similar applications, including email, web browsing, work processing, database and spreadsheet software.
- Deep understanding of Outlook and ability to manage multiple email inboxes in Outlook daily.
- Strong organizational skills and adaptability skills and resourcefulness.
- Strong communication skills and willingness to ask questions.
- Ability to prioritize tasks and manage tasks with competing deadlines on a daily basis.
- Ability to exercise good judgment and tact as well as maintain a professional demeanor when communicating with clients, the public, court personnel, social service agencies and YRJ staff.
- Ability to use and train others on the use of office equipment.
- Ability to learn and use new computer software and databases.
- Comfortable with using technology.
- Commitment to the mission of YRJ.

Preferred Qualifications:

- Commitment to continued professional development to strengthen capacity to work through an equity lens for equity and racial justice.
- Personal lived/living experience with child welfare or juvenile justice system, or of systemic inequity/oppression/or its root causes.

Work Environment:

- YRJ has a hybrid office model, with the option to work remotely and in the office as needed. Schedule to be determined with supervisor following an extended training period upon hiring.

Applications & Hiring Timeline:

- To apply, please send a one-page cover letter and resume to: ally.h@youthrightsjustice.org
- The first review of applications will occur the week of May 6 and we anticipate scheduling interviews as early as May 9.
- Position will remain open until filled.