

## Legal Assistant (Downtown Portland)

compensation: DOE

FLSA Status: Non-exempt

Office: Portland

Reports to: Chief Operating Officer

### Job Opening:

Marten Law is seeking a well-rounded legal assistant to work with the attorneys and staff in our Portland in the areas of legal assistance, legal work and administration. This is a permanent, full-time position with full benefits, a competitive salary, and a great work environment. The successful candidate will be smart, talented and have a combined minimum of 3 years' experience in both law firm administration and legal assistance.

### Firm Overview:

Marten Law enjoys a national reputation as a leader in environmental, energy, and natural resource law. Our team of lawyers includes recognized authorities in climate change, wind and solar development, air quality, water resources and water quality, fisheries, environmental review and permitting. We work throughout the United States on large-scale projects involving complex negotiations and litigation. Our offices are in Seattle, Washington; Portland and Bend, Oregon; San Francisco, California; Boise and Sun Valley, Idaho.

### Responsibilities:

- Communicating directly with clients both in-person and by telephone
- Directing visitors to the best resources to meet their needs quickly
- Drafting correspondence, research and report writing
- Organizing and maintaining physical and electronic case files
- Trial preparation and support, including assisting attorneys in preparing for depositions, court appearances, arbitrations and mediations, trial and administrative hearings; and attending hearings and trials as needed
- Conducting general office administrative duties including copying, faxing, facilities, office appearance and supplies
- Maintaining information on facilities and service appointments
- Working on special projects in the areas of operations when necessary
- Arranging travel, appointments and reservations when necessary

### Hours & Benefits:

This is a full-time position with a full benefits package which includes: medical/dental, PTO, 401k with employer contribution, life insurance, transportation subsidy program, and long-term and short-term disability policies. Hours are M-F, 8:30am – 5:00pm. Salary commensurate on experience. Applicants must be able to pass a background check. AA/EOE.

Please send resume and cover letter with "Legal Assistant" in the subject line of your email for consideration to Dan DiResta, Chief Operating Officer, [ddiresta@martenlaw.com](mailto:ddiresta@martenlaw.com).