



## MARTEN LAW

### Legal Assistant (Portland)

compensation: DOE

FLSA Status: Non-exempt

Office: Seattle

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 office in the areas of litigation assistance, legal work and administration. Our legal assistants manage all administrative aspects of legal cases for their assigned attorneys. These tasks generally include preparing and editing legal documents and correspondence, e-filing, maintaining electronic and paper files, arranging depositions, calendaring and correspondence.

This is a permanent, full-time position with full benefits, a competitive salary, and a great work environment. The successful candidate will be smart, a hard worker and have a minimum of 3 years' experience in 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 main offices are in Seattle, Portland and San Francisco.

#### Responsibilities:

- Communicating directly with clients both in-person and by telephone
- 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 and scanning
- Working with the firm's paralegals and attorneys as an organized team

#### Hours & Benefits:

This is a full-time position with a competitive salary and full benefits package which includes: Medical, Dental, PTO, 401k with employer match, life insurance, transportation subsidy, and long-term and short-term disability policies. Hours are M-F, 8:30am – 5:00pm. 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 Hiring Committee, [hr@martenlaw.com](mailto:hr@martenlaw.com).