

Law Firm Legal Assistant – Civil Litigation

The Portland office of Hart Wagner seeks a litigation legal assistant. Requires a minimum of 3 years of legal experience, with a focus on civil litigation.

We are looking for a strong candidate for a team-oriented group of attorneys and staff who work closely together. Experience in complex civil litigation is a big plus.

Skillset must include:

- Highly organized with superior attention to detail.
- Timely and accurate case calendaring, including all court deadlines and appearances from the time a case is filed through trial.
- Efficient scheduling of meetings, depositions, and mediations.
- Managing discovery, including labeling and organizing the file.
- Strong written and verbal communication skills, including communicating directly with clients, other attorneys and the court.
- Self-motivated with the ability to work under pressure to identify and assist the team in meeting deadlines.
- Proactive problem solver with the ability to multi-task and prioritize.
- Strong knowledge of Oregon and Washington court procedures and rules.
- E-filing in Oregon circuit courts, Washington superior courts, and Federal district courts.
- Proficiency in Word, Outlook, and document management systems.
- Salary commensurate with experience and skill level. Favorable benefits package.
- Hart Wagner LLP has a mandatory Covid-19 vaccination policy for all employees.

Why join us?

If you want to be part of a well-established and growing law firm, and be part of a close-knit group, then this is the place for you! We offer a fast paced, team oriented and fun work environment.

Hart Wagner LLP is an equal opportunity employer. We welcome all applicants and strive to provide a workplace in which all employees feel included, respected, and valued.

If this opportunity interests you, please submit a cover letter and resume to clh@hartwagner.com. All submissions will be held in strict confidence.