



Law Firm Legal Assistant – Civil Litigation

The Portland office of Hart Wagner seeks a legal assistant to work with our Co-Managing Partner. Requires a minimum of 5 years of legal experience, with a focus on complex civil litigation. Experience in medical malpractice litigation and insurance defense 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
- Strong written and verbal communication skills, including communicating directly with clients, other attorneys and the court
- Revise, format, and proofread multiple documents such as pleadings, reports, case evaluations, correspondence, etc.
- Self-motivated with the ability to work under pressure to identify and meet 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 and federal courts, and Washington superior courts
- Run conflict checks and set up new clients and matters
- Proficiency in Word, Outlook, and document management systems

Why join Hart Wagner?

We are a renowned Pacific Northwest civil litigation firm dedicated to excellence in client service and the hiring of talented professionals. Here you will find a fast-paced, team oriented, and fun work environment. Hart Wagner offers competitive compensation and a generous benefits package including medical, dental, vision, life, and disability insurance. If you are looking for challenging and rewarding work with a well-established law firm, a proven track record for growth, and an inclusive culture, Hart Wagner is the place for you!

Hart Wagner 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.