

OREGON CRIME VICTIMS LAW CENTER

STAFF ATTORNEY

1.0 FTE

Position Purpose:

The Staff Attorney is responsible for representing and advocating for clients of the Oregon Crime Victims Law Center, a pro bono legal clinic, in civil protective order, criminal, and other matters resulting from criminal acts perpetrated against them and in conducting training for attorneys and others who assist crime victims in enforcing their rights.

Educational Qualifications: Graduation from an accredited law school.

Professional Qualifications: Member of the Oregon Bar in good standing and member of the Federal Bar or ability to apply for membership to the Federal Bar.

Professional Experience: Two (2) years of civil or criminal litigation experience. Experience in the criminal justice system working with victims of crime may substitute for one (1) year of litigation experience. Experience working with non-profit organization(s) and boards of directors a plus.

Job Duties:

The Staff Attorney will primarily represent victims in protective order proceedings, criminal cases, and in other matters arising from their victimization, with some representation of victims of crime in federal, state, and tribal court and administrative proceedings to enforce their constitutional and statutory rights as crime victims.

The duties of the Staff Attorney will include:

- Direct legal representation of crime victims in protective order proceedings and in state, federal, and tribal court and administrative proceedings.
- Providing training and guidance for pro bono attorneys who are representing crime victims.
- Conducting intake interviews with prospective clients.
- Developing relationships with prosecutors, judges, victim advocates, domestic and sexual violence nonprofit organizations, and other stakeholders in the criminal and civil justice systems who work for the benefit of crime victims.
- Staffing clinic cases with other staff attorneys, the Executive Director, pro bono attorneys, and staff.
- Working closely with OCVLC's other employees to ensure the smooth function of the Center.
- Compiling stock motions and other technical assistance documents necessary to assist pro bono attorneys and others seeking to assist crime victims in the enforcement of their rights.

- Providing victim advocacy services, including referrals and resource information, to clients as needed.
- Developing relationships with similar clinics and nonprofits who work with the Center's clients.
- Providing regular progress reports to the Executive Director and/or Senior Staff Attorney.

This position requires a valid driver's license and reliable transportation, as significant travel statewide will be necessary.

Skills:

Written and oral communication skills; organizational skills; grant reporting skills; facilitation skills; computer technology management skills; ability to interact with diverse populations; strong independent problem-solving skills; knowledge and understanding of the rights of crime victims as well victims' services at the state and federal levels; an understanding of the dynamics of sexual assault, domestic violence, and stalking; and civil litigation skills.

Salary and Benefits:

This is budgeted as a 1.0 FTE position, with a starting salary range of \$55,000-\$60,000, depending upon qualifications and relevant experience.

Benefits include 100% medical, dental, vision insurance for employees plus 50% for dependents; disability insurance for employees, and optional participation in a SIMPLE IRA with an employer match of up to 3%. Vacation and sick leave accrue based on length of employment, starting with 1 day of vacation and .5 sick day per month. Legal malpractice insurance and Oregon State Bar fees are paid.

This position is full-time, working out of OCVLC's office located at 7412 SW Beaverton-Hillsdale Highway, Suite 111, Portland, OR 97225, and/or at the Gateway Center for Domestic Violence Services in East Portland.

This position is largely funded by, and dependent upon, state and federal grants.

To Apply:

Interested parties should send a cover letter, résumé, and writing sample of no more than ten pages by facsimile transmission or U.S. Mail by **5 P.M. November 13, 2015** to:

Rosemary W. Brewer, Executive Director
Oregon Crime Victims Law Center
7412 SW Beaverton-Hillsdale Highway, Suite 111
Portland, OR 97225
Fax: (866) 838-4142

NOTE: E-mailed application packets will not be accepted.