

## **CIVIL LITIGATION LEGAL ASSISTANT**

Cosgrave Vergeer Kester LLP has an immediate opening for an experienced, organized, and self-starting legal assistant supporting our busy civil litigation practice. Primary responsibilities include docketing, as well as drafting and finalizing of legal documents, pleadings, and correspondence. The position supports a variety of practice areas that may include construction, personal injury, product liability, and other types of civil litigation. Use your versatile skills and experience to handle a wide variety of assignments in a professional, team-oriented work environment.

Cosgrave is located in the heart of downtown Portland, one block from MAX and bus routes with close access to Pioneer Square Mall and the waterfront.

### Qualifications:

- Be a highly organized, self-starter who is able to keep track of details, deadlines, calendaring, and prioritize work flow accordingly.
- At least three successive years of civil litigation support experience.
- Work with your attorneys to support and assist long-standing client relationships.
- Proven ability to prioritize, manage time, and multitask effectively.
- Excellent grammar, spelling, and proofreading skills.
- Ability to work effectively in a team environment and independently as required.
- Demonstrated ability to solve problems as they arise and provide excellent client service.
- Familiar with local, state, and federal court rules.
- Experience with e-filing in Oregon and Washington for both state and federal courts.
- Be highly proficient in Microsoft Office: Word, Excel, Outlook, and PowerPoint. Working knowledge of ProLaw and NetDocs desirable.

Schedule is 8:30 am to 5:00 pm with additional hours required at times.

If you meet all of the above qualifications, please complete an employment application (located on our website at <http://cosgravelaw.com/careers> ), and send it along with your resume and cover letter to [humanresources@cosgravelaw.com](mailto:humanresources@cosgravelaw.com). Applications must include all documents for consideration.

We offer a fast paced, team-oriented work environment with competitive compensation, professional development support and a generous benefit package, including medical, dental, life and disability insurance, 401k, paid vacation and more.

Cosgrave Vergeer Kester 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 you have questions or require assistance, please call 503-323-9000 and ask to speak with the human resources representative or email [humanresources@cosgravelaw.com](mailto:humanresources@cosgravelaw.com). Job is open until filled. All inquiries will be handled confidentially.