

Description: We are a small firm and this position requires the ability to wear multiple hats, including that of a legal assistant and receptionist for the time being. There will be telephone calls, mailings, client interaction, document and letter drafting, time tracking, file organization, etc.

Skills Required: Proficiency with MS Word, Adobe Acrobat, Case Management, positive and relaxed demeanor, ability to cope with stress during deadlines, great phone etiquette, ability to track time, enjoyment interacting with clients over the phone and in person.

Hiring Application Questions:

1. Which pleadings need to be filed to begin a dissolution action?
2. Which Oregon law requires mandatory discovery in dissolution actions?
3. How is child support calculated?
4. How do you create a PDF from an MS Word Document?
5. How do you bates stamp a PDF?
6. What is a caption?
7. Name two cloud based practice management systems for law firms.
8. What type of account are unearned client funds deposited into?
9. Which custody parenting class is required in Washington County and how much does it cost?
10. Which county does not require custody mediation: Washington, Clackamas or Multnomah?
11. When can the court order joint custody in a custody action?
12. What time can a party make an ex-parte appearance in Washington County?