

## **Oregon AFSCME**

### **Paralegal – Portland, Oregon**

#### **Fight for more fair and equitable workplaces.**

Oregon AFSCME Council 75 is now accepting résumés from people with a passion for helping workers fight for more fair and equitable workplaces.

Oregon AFSCME is a fast growing union, representing over 35,000 public employees and non-profit employees. We believe in economic and social justice for all Oregon workers and their families. Our mission is to empower and unite workers to create change in their workplaces and communities. Our members work for the State of Oregon in addition to counties, municipalities and behavioral health nonprofits across Oregon as well as self-employed child care providers. For more information visit: [www.OregonAFSCME.org](http://www.OregonAFSCME.org).

#### **Job Duties - Legal Department**

- Develop and maintain regular communication with attorney, staff, representatives of employer, court and agency personnel and arbitrators on matters such as scheduling, pre-hearing exhibit exchanges, witness availability, etc.
- Hearing preparation including exhibit preparation and scheduling witness preparation.
- Draft various pleadings and prepare for an attorney signature.
- Maintain a database of arbitrators. Meet with attorney representatives to select arbitrators.
- Perform research related to grievances or unfair labor practices.
- Maintain case files for arbitrations, agency proceedings and Federal and State court cases including regular updating of files and review of files for sufficiency of documentation. Process closed files.
- Maintain the legal library; negotiate the purchase of various publications and research tools.
- Provide necessary research concerning rules for State and Federal Civil Procedure and Appellate Rules. File complaints, charges, answers, and other formal and informal documents with the Employment Relations Board, National Labor Relations Board, BOLI and other Agencies or Boards.
- File election petitions and associated documents with the Employment Relations Board or the National Labor Relations Board.
- Develop and maintain department standard operating procedures.

#### **Job Duties - Governance and Collective Bargaining**

- Assist in oversight and coordination of local elections in coordination with Council representatives.
- Provide secondary responsibility for the collective bargaining contract opening notice process; includes managing contract expiration and notice timeline.

Other duties as assigned.

#### Minimum Qualifications

- Degree (Associates or other) and Paralegal certification;
- Five years' experience with legal secretarial/paralegal functions;
- Project management skills, ability to self-initiate tasks;
- High degree of judgment, analysis and complex decision-making skills;
- Full understanding of legal principles, concepts, systems, processes and terminology;
- Ability to work with little to no supervision;
- Good public relations skills including ability to remain calm and professional;
- Ability to learn new procedures, technological and equipment operation;
- Ability to handle a complexity of tasks and carry out detailed instructions in a timely manner;
- Ability to communicate effectively with coworkers and members;
- Accurate typing skills of 65 wpm, excellent proofreading skills, good English grammar and spelling skills;
- Strong commitment to the Labor Movement, social justice and principles of Diversity, Equity and Inclusion.
- Can demonstrate working knowledge, through personal and/or work-related experience, in advancing racial justice, understanding how systems of oppression intersect, and applying an equity lens in policy and programming processes, and working knowledge, through personal and/or work-related experience, in the needs of and barriers faced by people of color.
- Candidates with bilingual or multilingual skills are encouraged to apply.

To Apply:

- Please send a cover letter and resume to [Hiring@oregonafscme.org](mailto:Hiring@oregonafscme.org).