The Commons Law Center

Tenant Eviction Defense
Staff Attorney

During an in-person clinic at the Multnomah County Courthouse, the Tenant Eviction Defense (TED) team meets tenants facing eviction during their first court appearance to help them avoid eviction with education about the process and advice about their options. Tenants might connect to rental assistance, negotiate a move-out, find a workable payment plan, or identify viable counter claims against the landlord.

Currently about 50 people are scheduled for the 8:45am first appearance docket daily, most are done by noon. It is fast-paced with many details and antsy people to manage, from their case numbers to who is next in line to talk with an attorney. This work benefits from practitioners with strong emotional regulation skills: it is rich with heartfelt conflict.

The Commons Law Center is a 501(c)(3) nonprofit organization serving income qualified people in Oregon with family law, estate planning, probate, and eviction defense legal services.

Roles & responsibilities:

- Spend 3 days a week at the courthouse downtown Portland, from 8am to 12:30pm;
- Mentor, support, and provide legal supervision for attorneys and paralegals in training;
- Help the program scale to reach a growing percentage of tenants on the docket;
- Conscientiously enter data to avoid conflicts, prevent malpractice, enable accurate grant reporting and billing, and facilitate client service;
- Manage client communications, including intake, case management, and closing;
- Support ongoing litigation, including discovery, motions, research, trial prep, and trial;
- Help manage clinic's physical materials, including back-and forth from the courthouse;
- Help manage and build TED's digital infrastructure;
- Follow firm policies and procedures to systematize work across people and programs;
- Maintain good relationships with clients, coworkers, opposing parties and counsel, partner organizations, courts, and others to whom you represent the organization; and
- See the impact of your efforts in real time, each workday, across dozens of families.

Requirements:	Commitment to public interest law and access to justice. OSB or license in good standing (or transferrable out-of-state license)
Salary & Benefits:	$70-75K plus healthcare, generous vacation, and a flexible schedule.
To Apply:	Please email jobs@thecommonslawcenter.org with the subject line "TED Staff Attorney" and a single PDF with cover letter and resume.