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Staff Attorney - Small Business Legal Clinic

 Downtown Portland

Posted 2 Days Ago

Full time

R-000744

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Attention Current Lewis & Clark College Employees: In order to apply for posted positions, please close this window and log into Workday and click on Talent and Performance to apply internally.

Working at Lewis & Clark College

The campus is located on 137 acres of beautifully landscaped grounds in Portland's southwest hills. Our strong commitment to sustainability is reinforced through recycling programs, energy conservation, alternative transportation options, and farm to fork initiatives. For benefit-eligible positions, we offer a competitive [benefits package](#) that includes options for health, dental, vision, tuition, life insurance, retirement and more.

Lewis & Clark College is committed to achieving a diverse workforce. Candidates from diverse backgrounds are encouraged to apply. All qualified applicants will receive consideration for employment without regard to status as a protected veteran or a qualified individual with a disability, or other protected status, such as race, religion, color, national origin, sex, gender identity, sexual orientation, marital status or age.

Job Purpose

This is a grant funded position with the Small Business Legal Clinic (SBLC). Located in downtown Portland, the SBLC's mission is to provide transactional legal assistance to low-income small business owners, primarily people of color, women and immigrants. The Staff Attorney will be part of the legal team at the SBLC and work with small business clients one-on-one. Half of their time will be spent in the SBLC Rural Outreach program serving 65 clients over the course of the year. The other half of the time will be serving business owners throughout Oregon in a fee-for-service structure. The Staff Attorney will be expected to track hours, draft contracts, register trademarks and copyrights, review leases, register businesses and complete other transactional legal needs to low-income small businesses.

About Us



Explorare, Discere, Sociare
(to explore, to learn, to work together)

Lewis & Clark's motto defines why it's such a great place to work! Employees join a learning community that rewards ideas and resourcefulness, and embraces the common good and a sense of social justice.

We strive to recruit and retain a diverse blend of talented, enthusiastic individuals who will take full advantage of the extraordinary environment and resources available to them to further their lives and careers. We offer a generous benefits package that includes health, retirement, paid time off, tuition, and much more.

What You'll Do

- Work on the transactional needs of clients, such as drafting contracts and researching and registering trademarks.
- Represent small and emerging businesses with transactional legal services,
- Represent nonprofit corporations and cooperatives information, operation and obtaining tax-exempt status.
- Meet one-on-one with clients.
- Complete outreach presentations.
- Contribute to the organization's administrative tasks, such as tracking billable hours and creating monthly statements for clients.
- Fundraise and support the SBLC in other duties as assigned.
- Work closely with all staff and faculty to advance the SBLC's mission.

Must Haves

- Doctoral/JD degree with admission to Oregon State bar.
- Good working and background knowledge of transactional legal services.
- Excellent interpersonal and problem-solving skills.
- Excellent communication skills: verbal and written.
- Strong organizational, administrative, and advising skills.
- Ability to work well alone and with others, write legal documents clearly and concisely, and complete necessary legal research.
- Capacity to cope with complex situations through deliberate analysis and planning.
- Experience working with diverse communities and a demonstrated commitment to equity and inclusion.

Nice to Haves

- 2-5 years of legal practice post-law school with a focus on business transactions and/or intellectual property.
- Preference will be given to applicants with a strong connection to the Native American population, as well as a significant understanding of Native American history, and the tribes of Oregon.

Work Schedule

- 37.5 hours per week
- **Benefits Eligible:** Yes

Pay Rate

- \$45,000 - 48,000 annually

Physical Requirements

- The job works primarily at a desk or is otherwise involved in activities requiring little lifting, climbing or working in tiring positions

- Sitting, walking, repetitive hand movements (e.g., typing), seeing, talking, hearing

Directions for Writing Sample

Please upload a **Writing Sample** in the **My Experience** screen in the resume section.

Directions for Cover Letter

Please upload your **cover letter** on the **My Experience** screen in the resume section.

The College explicitly acknowledges and affirms its conviction that diversity with respect to race, ethnicity, national origin, socio-economic background, religious orientation or spirituality, physical or sensory disability, gender, and sexual orientation on the Lewis & Clark campus provides an educational benefit for all students that can be realized only if students and education professionals from diverse backgrounds are present in significant numbers within our learning community. In creating and sustaining such a community, we engage, to the extent possible, in practices that will ensure a high degree of diversity on our campus, simultaneously meeting the highest standards of academic excellence of which we are capable.

Reasonable Accommodation

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

Background Check

Lewis & Clark College will conduct a background check on the finalist, which will include a criminal record check. If a conviction is discovered, a determination will be made whether the conviction is related to the position for which the individual is applying or would present safety or security risks before an employment decision is made. A criminal conviction does not necessarily automatically bar an applicant from employment.

Eligibility to Work

In order to comply with US Homeland Security Department regulations, all employees must complete an I-9 form in Workday prior to or no later than the first day of work and bring originals (no photocopies) of their supporting documentation to Human Resources no later than the 3rd business day of employment. Failure to have a completed I-9 form on file with the College will result in immediate termination of employment.

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