

## Reception and Legal Assistant

**Location:** Portland, Oregon

**Compensation:** \$60,000 - \$70,000

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Baker Sterchi Cowden & Rice LLC, a litigation defense firm with over 200 employees, is seeking a highly motivated and skilled Reception/Legal Assistant in the Portland office. The ideal candidate is professional in demeanor, detail-oriented, proactive, and enjoys working as a team. Strong organizational skills, the ability to work efficiently under pressure and quickly learn and integrate new technical skills and knowledge are required for success in this position.

At least 1-2 years of legal assistant experience is required. This is an in-person role.

All candidates must understand the importance of upholding firm and client confidentiality.

Please email your resume to [resumes@bakersterchi.com](mailto:resumes@bakersterchi.com).

### Duties and Responsibilities

- Greet, welcome, and direct visitors appropriately.
- Politely answer, screen, and forward incoming calls.
- Assist Administrative Services Manager, legal administrative assistants, and paralegals with several tasks.
- Complete conflict forms in firm's legal management software.
- Revise, proofread, and transcribe legal documents and correspondence.
- Assist with preparation and completion of electronic court filings in state and federal courts.
- Assist in compiling case materials needed for meetings, depositions, and trial.
- Complete and track vendor payments and expense reimbursements.
- Initiate and track medical record requests.
- Organize and maintain case files, including assisting with bates-stamping and organizing of exhibits.
- Communicate effectively, courteously, and professionally with clients, attorneys, and professional staff.
- Efficiently and effectively learn and utilize new and existing firm technology.
- Ensure reception area and conference rooms are neat, tidy, and presentable at all times.
- Daily sorting and distribution of mail.
- Coordinate email, calendars, including docketing deadlines and important dates, contacts, tasks, or similar communications.
- Coordinate phone calls, voicemail messages, conference calls, and meetings, including set up.
- Schedule, coordinate, and track attorney travel.

Baker Sterchi offers competitive compensation and comprehensive benefits, medical, dental, vision, basic and voluntary life insurance, long-term disability insurance, and 401K matching.

Committed to promoting diversity within our organization and the legal community, we encourage candidates from all backgrounds.

### About Baker Sterchi Cowden & Rice LLC

Founded in 1982, Baker Sterchi is a civil defense litigation and trial law firm with offices in Missouri, Kansas, Illinois, Washington, Oregon, and Wisconsin. The firm provides comprehensive legal services across a broad range of practice areas, including commercial and business litigation, construction, employment and labor, insurance coverage and defense, law enforcement and civil rights, government liability, medical malpractice, premises liability, product liability, professional and management liability, trial practice and consulting, and transportation litigation. With a team of attorneys who bring decades of courtroom experience, Baker Sterchi is widely recognized for its trial skills and commitment to client service. For more information, visit [bakersterchi.com](http://bakersterchi.com).