

Montoya Law has an immediate opening for an entry to mid-level Associate Attorney to join its team in Salem, Oregon! We are seeking applicants with a background diverse in education, previous work experience, extracurricular activities, community service and areas of interest that enhance our respectful, diverse, and professional office. This position is eligible for partial remote work options but will require in-person work at our office in Salem.

About the Office:

Montoya Law defends municipalities and their employees across the State of Oregon in both state and federal courts and on appeal. Montoya Law is currently comprised of two attorneys, one office staff member, and one corgi mascot. With both strong traditions and modern sensibilities, we pride ourselves on being creative thinkers who are committed to serving our clients, our community, and each other in smart and innovative ways.

Minimum Qualifications:

- Active membership in the Oregon State Bar in good standing, or ability to become licensed in Oregon within three months of appointment;
- Strong work ethic and time management skills;
- Ability to work collaboratively as well as independently;
- Ability to handle a variety of matters simultaneously to meet client demands;
- Ability to cultivate and maintain strong client relationships;
- Ability and willingness to travel throughout Oregon;
- Close attention to detail, superior proof-reading skills, and ability to work in a fast-paced environment; and
- Excellent research, writing, communication, and analytical ability.

The ideal candidate will have 1-3 years of state and federal civil litigation experience, including managing civil discovery, drafting and arguing motions, taking and defending depositions, and preparing cases for trial. Judicial clerkship experience will be considered in lieu of or in addition to litigation experience.

Salary and Benefits:

The pay range for this position is \$75,000 - \$85,000; however, the base compensation presented to a candidate may vary based on skills and overall experience. This salary range is based on market location.

Montoya Law also offers an excellent benefits package, which includes a 401(k)-retirement savings plan with a firm contribution and match, free parking, comprehensive health care, paid vacation and sick leave, parental leave, and paid professional membership dues, professional liability fund premiums, continuing legal education courses, and more.

How to Apply:

If you are interested in being a part of our collaborative team, please send your cover letter, resume, three references, and a writing sample (no more than 10 pages) in a single PDF document to Amanda Reilly at amanda@montoyalaw.org with “[Name] - Associate Attorney Application” as the subject line of your email. Although additional application materials are not required, letters of recommendation, law school transcripts, and any other materials will be accepted and considered.

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they have every one of the qualifications as described in the job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't believe you meet every one of our qualifications described. If you are unsure of whether you meet the qualifications of this position, or how this would be determined, please feel free to contact us to discuss your application.

ADA Statement:

If you require reasonable accommodation to complete a job application, a job interview, or to otherwise participate in the hiring process, please contact Amanda Reilly at (502) 990-8436; amanda@montoyalaw.org.

This job requires sitting at a desk, working on a computer, handling/lifting physical case files, and talking on the phone. Additionally, attorneys are expected to attend hearings, meetings, interviews, depositions, trials, and other “field trips” that will require driving, walking, and standing. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Equal Opportunity Employer:

Montoya Law values and supports diverse individual experiences and perspectives and is committed to diversity, equity, and contributing to an inclusive working environment. All employment decisions, including the recruiting, hiring, placement, training availability, promotion, compensation, evaluation, disciplinary actions, and termination of employment (if necessary) are made without regard to the employee’s race, color, creed, religion, sex, pregnancy or childbirth, personal appearance, family responsibilities, sexual orientation, gender identity, political affiliation, source of income, place of residence, national or ethnic origin, ancestry, age, marital status, military veteran status, unfavorable discharge from military service, physical or mental disability, or on any other basis prohibited by applicable law.