



Job Description

Title: Staff Attorney		Date: 5/24/2019
Select One: New Position <input type="checkbox"/> Revised Job Description (indicate previous position title): Staff Attorney <input checked="" type="checkbox"/>		
Position Classification (for internal purposes): Business Support IV		
Status: <input checked="" type="checkbox"/> Full-Time; <input type="checkbox"/> Part-time; <input type="checkbox"/> Temporary (length of assignment):		# of hours/week: 40+
FLSA Classification: <input type="checkbox"/> Non-exempt; <input checked="" type="checkbox"/> Exempt		
Office Location: <input checked="" type="checkbox"/> Portland; <input type="checkbox"/> D.C.; <input type="checkbox"/> Denver; <input checked="" type="checkbox"/> Remote; <input checked="" type="checkbox"/> Other (Indicate): Portland Preferred		
Position Reports To (title): Chief Legal Advocacy Officer & General Counsel		Department: Legal Advocacy & Policy

Organization: Across the nation, Compassion & Choices works to create a society that affirms life and accepts the inevitability We envision a society where everyone receives state-of-the-art care at the end of life, and a full range of choices for dying in comfort, dignity and control. We engage our mission through three main pillars of service: end-of-life consultation, educational programs, and legislative/legal advocacy.

Position Summary: This position is primarily responsible for a significant amount of research and writing, litigation support, direct client contact, screening and other administrative tasks as needed.

Essential Duties and Responsibilities: Core duties and responsibilities include the following (other duties may be assigned):

- Marshals facts, conducts research and analyzes applicable legal issues.
- Represents a client or Compassion & Choices at committee, commission, council, legislative, professional and community meetings.
- Provides oral and written legal advice and opinions.
- Drafts, reviews and amends correspondence, complaints, motions, answers, memoranda, agenda, reports, written opinions, and other documents.
- Identifies claims, interviews clients and witnesses, and directs factual investigations in order to formulate defense or to advance legal action.
- Participates in all phases of civil litigation including at the trial and appellate levels.
- Prepares a variety of studies, reports and related information for decision-making purposes.
- Maintains case management records, calendars and docketing information for litigation and other matters.
- Complies with all applicable attorney rules of professional conduct as well as all policies and procedures of Compassion & Choices.
- Assures effective and efficient use of budgeted funds, personnel, materials, facilities and time, within assigned areas of responsibility; performs cost-control activities; monitors revenue and expenditures to assure sound fiscal control within assigned areas of responsibility.
- Work effectively with support staff, making detailed work assignments, frequently reviewing work in progress and carefully reviewing completed work.
- Actively participating in continuing professional education programs relevant to the attorney's practice.

- Maintains excellent working relationships with clients, support staff, peers and supervisor; develops and maintains excellent communication skills.
- Serves as a C&C ambassador when interacting with other professional associations and legal advocacy groups.
- Timely and accurate completion of all related reports (such as “P card” statement, performance reviews, time cards, case files, etc.).
- Demonstrates commitment to and active support of C&C’s Diversity, Equity & Inclusion program.
- Support of all C&C efforts as requested; including, but not limited to, activities such as identifying prospects, briefing donors, alerting staff of fundraising opportunities, reaching out to donors, participating in phone-a-thons, etc.
- Knows, supports and administers the policies and procedures of C&C.
- Familiarity with and commitment to the Compassion & Choices mission.
- Other duties as required.

Supervisory Responsibilities: Supervises cooperating attorneys in both cases and projects. Supervises legal fellows and at times directs Legal Assistant. Responsibilities include interviewing, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees and cooperating attorneys; addressing complaints and resolving problems.

Values: Must be energized by the idea of working at an organization with the following values:

- **Compassionate** in our conviction that dying patients should be free of unwanted treatment, suffering or outside interference.
- **Respectful** of the autonomy of individuals to decide what end-of-life options are best for them and their family.
- **Courageous** in our willingness to confront the toughest end-of-life health challenges, disrupt the broken status quo and protect an individual’s right to self-determination.
- **Credible** in all our education, advocacy and partnerships — our efforts are grounded in objective research and demonstrable facts.
- **Resilient** in our capacity to respond to opportunities and threats in the movement so that we can achieve our vision as quickly as possible.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

- **Analytical** - Synthesizes complex or diverse information. Collects and researches data. Uses intuition and experience to complement data. Designs work flows and procedures.
- **Critical Thinking** - Ability to actively and skillfully analyze information and convert that analysis into effective and efficient solutions; Develops ideas to achieve organizational goals; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision making process.
- **Customer Service (Internal/External)** - Manages difficult or emotional customer situations. Responds promptly to customer needs. Solicits customer feedback to improve service. Responds to requests for service and assistance. Meets commitments.
- **Detail oriented** – Possesses extreme attention to detail; catches own errors early on.
- **Interpersonal Skills** - Works as a team player with others (staff, volunteers, etc.); Provides information to staff/volunteers on volunteer activities; Ability to communicate effectively with diverse audience; Focuses on solving conflict, not blaming; Maintains confidentiality; Active listening skills; Keeps emotions under control; Remains open to others' ideas and tries new things. Accepts feedback from others; Gives appropriate recognition to others. Maintains confidentiality.
- **Judgment** - Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision-making process. Makes timely decisions.
- **Motivation** - Sets and achieves challenging SMART goals. Demonstrates persistence and overcomes obstacles. Measures self against standard of excellence. Takes calculated risks to accomplish goals.

- **Organization** - Manage budgets, finances and organization accountability to outside agencies.
- **Organizational Support** - Follows policies and procedures. Completes administrative tasks correctly and on time, supports organization's goals and values. Benefits organization through outside activities. Supports affirmative action and respects diversity.
- **Planning/Organizing** – Effectively prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Sets goals and objectives. Strives to increase productivity. Organizes or schedules other people and their tasks. Develops realistic action plans. Works efficiently and with minimal supervision.
- **Professionalism** - Approaches others in a tactful manner. Reacts well under pressure. Treats others with respect and consideration regardless of their status or position. Accepts responsibility for own actions. Follows through on commitments.
- **Strategic Thinking** - Develops strategies to achieve organizational goals. Understands organization's strengths & weaknesses. Analyzes market and competition. Identifies external threats and opportunities. Adapts strategy to changing conditions.
- **Written & Oral Communication** - Writes clearly and informatively. Edits work for spelling and grammar. Varies writing style to meet needs. Presents numerical data effectively. Able to read and interpret written information. Speaks clearly and persuasively in positive or negative situations. Listens and gets clarification. Responds well to questions. Demonstrates group presentation skills. Participates in meetings.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and Experience:**
 - J.D. from an ABA accredited law school
 - Current active status as a member of the Oregon State Bar or ability to sit for and pass the next bar exam.
 - Minimum two years of experience, but ideally at least five – preferably in health law and policy, patient rights, legislative counsel, civil litigation in human rights or civil liberties, criminal defense, state and federal constitutional law.
 - Ability to demonstrate exceptional analytic, research, writing and oral advocacy skills, including the capacity to work quickly and competently under pressure.
 - Experience with reproductive or LGBT rights litigation that will provide crossover knowledge and expertise a plus.
 - Familiarity with the pro bono practices and public interest contributions of large law firms desired.
 - Bilingual a plus.
- **Language Skills:** Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
- **Mathematical Skills:** Ability to apply general mathematical concepts such as fractions, percentages, and ratios and proportions to practical business situations.
- **Reasoning Ability:** Ability to define problems, inductive and deductive reasoning...collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- **Computer Skills:** Working knowledge of related software including, but not limited to, Google Apps; Spreadsheet, Word Processing, and Adobe Acrobat). Must have the ability to adapt to new software tools as they become available.
- **Certificates, Licenses, Registrations:** Active status as a member of the Oregon State Bar in good standing within 12 months of hire.
- **Travel:** Must be able and willing to travel (overnight and possible weekends). 10-20% travel, but could be significantly more depending on case and project needs (40% +/-). Travel costs and mileage are employer paid.
- Able and willing to work beyond a normal eight-hour workday, including evening and weekend meetings and events.

Environmental

- **Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit for longer periods of time. The employee is occasionally required to stand and walk (includes maneuvering through airports and hotels). The employee must occasionally lift and/or move up to 25 pounds.
- **Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate and typical of that found in an office environment.

Approved by OMT member		Title	Date
Print Name: Kevin Díaz	Signature:: /s/ Kevin Díaz	Chief Legal Advocacy & General Counsel	5/24/2019