

Now Hiring: PLF Practice Management Advisor

The Oregon State Bar Professional Liability Fund (PLF) is hiring a full-time practice management advisor (PMA) to educate attorneys and law office staff on law office systems and to take an active role in developing resources that assist lawyers in private practice.

Key Responsibilities:

- Working directly with lawyers and law office staff to create or improve their docketing, conflicts of interest, accounting, billing, and other law office systems. This includes on-site visits to law offices and answering questions by phone or email.
- Writing articles, blog posts, practice aids, and other resources for lawyers.
- Speaking at CLEs either alone or as part of a panel.
- Assisting with the closures of law offices due to retirement or health issues.

Preferred Experience:

Five years of experience practicing law and some experience managing a law practice.

Qualifications:

- Experience with and aptitude for law office technology (software, the cloud, hardware, social media) and law office systems.
- Outstanding verbal and written communication skills as well as strong public speaking and presentation skills.
- Empathetic, patient, and professional demeanor.
- Flexibility of work style: the ability to work collaboratively and to work independently. The ability to understand and relay big picture concepts and work extensively with details.
- Ability to synthesize complicated information and relay it clearly and concisely to a diverse range of people.
- Exceptional professional judgment and discretion.

For more detailed information, go to www.osbplf.org>About PLF>Job Opportunities.