



The Public Defender of Marion County (PDMC)
(Salem, Oregon)

Position Qualifications, Salary, & Benefits:

PDMC is hiring **Discovery Technician**.

- This position pays \$23-\$24 per hour, depending on qualifications and experience.
- We offer a generous employee benefits package, 100% employer paid health and dental insurance, paid vacation, sick and personal time off, a 401(k) plan with a 5% annual contribution and a matching contribution of up to 5% payroll.
- This position is full time, Monday through Friday, in office.
- All interested applicants must submit a letter of interest, resume, and provide three professional contacts as references.
- * Please send application materials in a single pdf document to kbeals@pdmarion.org.

Client Centered Values:

The Public Defender of Marion County strives to provide excellent representation using a client-centered defense model. We provide practical coaching and training opportunities for our attorneys, offer additional co-counsel support, and provide critical guidance and partnership through experienced litigation attorneys. PDMC values are rooted in serving our community through excellent public defense advocacy, developing Oregon's public defense workforce, and improving client centered public defense services.

Ethical Workloads:

We strive to provide high quality representation within ethical caseloads based on the National Public Defense Workload Standards. PDMC refuses to participate in unethical public defense practices & only agrees to handle matters where we ensure constitutionally adequate representation. These efforts require our practitioners to embody the highest ethical standards and implement best practices, contribute to a healthy and collaborative team and team atmosphere, and partner through client-centered leadership.

- <https://oregoncapitalchronicle.com/2024/10/02/after-reforms-oregon-still-struggles-with-shortage-of-public-defenders/>;
- <https://www.opb.org/article/2023/05/08/marion-county-public-defense-leader-asks-oregon-supreme-court-to-lessen-caseloads/>;
- <https://www.opb.org/article/2023/09/19/oregon-state-supreme-court-public-defence-crisis-marion-county/>

For more information about the Public Defender of Marion County (PDMC), please visit our website at <http://www.pdmarion.org>

We are a mid-sized criminal defense law firm in Salem looking for 1 full-time Discovery Technician for our Data Management Unit. Our ideal candidate will be able to work collaboratively in a fast-paced, high-volume environment with the willingness to adapt to change. The position prioritizes standardized processes, routine data entry and organization, and focused on duties which require downloading, auditing, reconciling, formatting, organizing, and appropriately storing electronic records across multiple secure platforms as well as opening and closing cases. This position requires strong collaboration, self-motivation, clear communication with colleagues, excellent attention to detail, solid ability to track and organize multiple projects at once, and strong computer skills. Individuals must be able to learn and implement the specific processes and tasks following a short period of training; and manage and complete tasks in a thorough and timely manner in accordance with established policies and procedures.

Position Duties:

- Checks for potential attorney-client conflicts in multiple database systems, follow specific processes to flag and report potential conflicts for attorneys.
- Downloads electronic discovery (electronic documents, files and media) into an electronic case file storage system from various external websites, databases and links. Unzips files as needed.
- Tracks receipt and entry of discovery and checks against discovery list to ensure completeness of record. Uploads into the electronic case file storage system.
- Redacts confidential information from documents.
- Tests videos to ensure files are functioning and not corrupted.
- Sorts and catalogues discovery and moves to client folders and sub-folders in the electronic case file storage system.
- Logs information details about new discovery into client files in the case management database as it is received and processed. Maintains and audits daily data and discovery logs.

- Formats, organizes, and stores highly confidential records. Maintains secured systems that optimizes data in a manner that prioritizes access and use by attorneys, shared with experts, and accessible by staff and clients.
- Uses various institutional websites to search client case information.
- Performs other related duties as assigned, including but not limited to, the request and retrieval of physical records held by outside agencies and companies, and performing process serving of subpoenas for trial witnesses and records.

Suggested Qualifications:

- Experience supporting law firms with high level and complex cases
- Experience with large data management, file management and organization, and standardizing organizational systems processes in a midsize office setting
- Experience with Apple Products, Microsoft Products, Excel, Adobe, Legal Case Management Software, and Various Media Retrieval and Viewing Applications
- Team player, creative problem solver, strong work ethic, and visionary thinker
- Must be able to always honor and maintain client confidentiality