



# Oregon Citizens' Utility Board

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## **CUB Job Announcement: Paralegal/Legal Assistant**

### **Position Summary**

The Oregon Citizens' Utility Board (CUB) is looking for a full-time Paralegal or Legal Assistant to become part of our regulatory litigation team. This position is supervised by CUB's General Counsel and will work closely with CUB's regulatory team. The Paralegal/Legal Assistant is responsible for assisting CUB's General Counsel in managing litigation caseload and providing critical organizational support for CUB's legal advocacy work before Oregon courts and public utility commission. Candidates for this position must live in Oregon or be willing to relocate within a reasonable time after hire.

### **About CUB**

The Oregon Citizens' Utility Board (CUB) is a non-profit established by initiative process to represent the interests of Oregon's residential utility customers.

Learn more about our organization here <https://oregoncub.org/>

CUB advocates for customers by developing energy systems that are affordable, accessible, reliable, and clean and to ensure telecommunications policies that support universal access to Broadband.

- **Affordable utilities.** CUB keeps utility rates affordable by challenging utility rate proposals and has successfully saved energy and telecommunications customers over \$10 billion.
- **Advance energy efficiency and renewables.** CUB was instrumental in creating the Energy Trust of Oregon to deliver energy efficiency and renewable energy programs.
- **Reduce greenhouse gas emissions.** CUB was central to the negotiations that led to the closure of Oregon's only coal plant and worked as part of a broad coalition to pass Oregon's 100% clean electricity legislation.
- **Protect the accessibility and affordability of telephone and internet access services.** CUB's advocacy was critical to the passage of Oregon's Net Neutrality and Rural Broadband bills.
- **Ensure that diversity, equity, and inclusion are promoted in utility policy.** CUB has collaborated with environmental justice groups to broaden participation in energy policy decision making; worked to protect vulnerable communities' access to affordable electricity, natural gas, and broadband; helped develop programs to prevent utility shutoffs; and promoted weatherization and energy efficiency. CUB strives to integrate diversity, equity, and inclusion principles in all our work.

**Job Responsibilities**

This Paralegal/Legal Assistant is an integral member of CUB's Regulatory Team providing critical support for CUB's important and fast-paced litigation and advocacy work protecting Oregon customers during a period of marked technological and policy change. The Paralegal/Legal Assistant will:

- Track, calendar, and help CUB's regulatory team manage dockets and case-related deadlines;
- Assist in scheduling meetings and confirming appointments related to litigation and administrative proceedings;
- Arrange for service and filing of pleadings and documents, including for Oregon state court and state administrative agency matters;
- Assist CUB's regulatory team by drafting, proofreading, cite-checking, editing, and formatting filings and legal correspondence including pleadings, motions, written testimony, exhibits, and other CUB official documents;
- Communicate in a professional manner with agency staff, court clerks, and other outside persons as necessary;
- Work with regulatory team to manage files and organize and summarize case materials, discovery, and data for litigation and other administrative proceedings;
- Ensure compliance with Oregon state court and state administrative agency rules and procedures;
- Maintain confidentiality and uphold ethical responsibilities; and
- Share administrative responsibilities, and other tasks as needed, in a collaborative and informal work environment.

CUB is committed to diversity, equity, and inclusion (DEI) and strives to embody these values and put them into action both within the organization and in our outward-facing work, such as applying the CUB equity lens in our decision-making process, programs, and organizational development.

All CUB staff employees are expected to engage in CUB's DEI activities, including active participation in Equity Learning Community sessions. Proactive efforts to enhance and expand CUB's organizational DEI actions are also requested and valued.

**Qualifications:**

- Experience drafting legal and/or business correspondence, serving and filing pleadings and other documents.
- Experience managing and organizing legal files, including protected confidential information.
- Experience calendaring court deadlines and agency dockets.
- Excellent word processing, document review, and editing skills.
- Excellent analytical, oral, and written communication skills.

- Detail-oriented with a demonstrated ability to work independently and meet aggressive project deadlines.
- Knowledge and experience with Microsoft Word and PDF Editors.
- Friendly, professional demeanor with a demonstrated ability to work collaboratively with others, sense of humor.
- Ability to give and take direction graciously.
- Knowledge and experience related to administrative law, or energy and utility regulation is a plus.
- Knowledge and experience with Slack, Gmail, Teams, Zoom, and Google drive is a plus
- Familiarity with environmental justice, low-income issues, and a commitment to diversity, equity, and inclusion. (Lived experience encouraged, in addition to professional or educational experience.)

### **Terms of employment and compensation**

Paralegal/Legal Assistant works in CUB's downtown Portland office, but hybrid working arrangements are available depending on job responsibilities and upon approval of the supervisor. Applicants must live in Oregon or be willing to relocate within a reasonable time after hire. Pay range is \$55,000 to \$70,000 depending on experience with a generous sick and PTO policy, family and bereavement leave, health insurance benefits including 100 percent individual coverage, and a 401(k) retirement plan. This is a full-time, salaried-exempt position. Though CUB's work is serious, we place a priority on healthy work/life balance.

### **How to apply**

CUB encourages applicants from all backgrounds to apply.\* In your cover letter, we invite you to provide details that demonstrate how your education, training, and/or experience meet the qualifications listed above. If you have graduated from a paralegal, legal assistant, or related program within the last 3 years, please provide a copy of your academic transcript. Email your application materials to Sharif Morton at [sharif@oregoncub.org](mailto:sharif@oregoncub.org) and put "Paralegal/Legal Assistant" in the subject line. Deadline is July 19, 2025.

**\*A note to potential candidates:** Studies have shown that women, trans, non-binary, BIPOC, and other candidates from most-impacted communities are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. We are committed to building a diverse and inclusive organization, and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that is welcome. We would strongly encourage you to apply, even if you do not believe you meet every one of the qualifications described.