**NANCY D. GOODDING**

**8720 SW TUALATIN RD. #119**

**TUALATIN, OR 97062**

**(503) 841-4797**

**EDUCATION**

Associate Degree in Applied Science/Paralegal

1991 Columbia Basin College Pasco, WA

Associate of Science Degree/Secretarial Accounting

1987 Walla Walla College College Place, WA

**EXPERIENCE**

8/2007-6/2012 Reinisch Mackenzie, P.C.

Legal Secretary

* Provided legal secretary support to attorneys specializing in Workers’ Compensation Law.
* Prepared pleadings, subpoenas and settlement documents using Microsoft Word and ProLaw for attorney’s signature.
* Transcribed documents from dictation into draft form for attorney’s review.
* Performed a broad range of professional legal secretarial duties, exercising independent judgment and discretion within established standard departmental procedures.
* Prepared documents for discovery, including labeling, copying and mailing.
* Prepared indexes for hearing exhibits.

12/2006 – 8/2007 State of Oregon – Department of Human Services

Paralegal

* Provided legal assistance to two (2) attorneys in the General Counsel Division. Assisted attorneys in preparing for and conducting court and contested case proceedings related to child welfare practice.
* Reviewed agency files to determine issues involved and sufficiency of existing exhibits and documentation. Obtained documents and information as needed to prove allegations.
* Drafted and reviewed documents for attorneys, including application of relevant law and facts.
* Assured conformity of documents to state laws, rules and agency policies.
* Determined discoverable material; referred complex discovery questions to AAG.
* Responded to subpoenas for DHS records or staff in consultation with and as directed by AAG.
* Drafted and prepared petitions and affidavits for caseworker signature.
* Reviewed court orders for sufficiency of findings. Alerted caseworkers/supervisors if there was an error or a concern that may require legal representation.
* Prepared putative father affidavits.

5/2004 – 12/2006 United States Attorney’s Office – District of Oregon

Legal Assistant

* Provided legal assistant support to two (2) Assistant United States Attorneys in Criminal Division.
* Composed correspondence and legal documents, including complaints, motions, orders, answers, pleadings, indictments, plea agreements and subpoenas using WordPerfect 12; drafted, revised, edited and finalized legal documents for attorney’s review and signature.
* Scanned and electronically filed all documents with the clerk’s office; applied knowledge of local court rules and procedures for preparing and filing legal documents.
* Verified citations and statutory references obtained in legal documents against original sources such as United States Code, Federal Reporter system and CFR using Westlaw.
* Developed table of contents and table of authorities to appellate briefs in accordance with the Court of Appeals.
* Posted ECF notices and input current case information and updates on the LIONS database system.
* Responsible for diversion cases by preparing diversion agreements and all necessary documents.
* Prepared travel authorizations and travel vouchers. Maintained files, composed correspondence and electronically filed all documents with the clerk’s office.

6/2002 – 4/2004State of Oregon – Department of Justice, Salem, OR

Administrative Specialist I (Legal Assistant)

* Prepared legal documents for an Assistant Attorney General, including Attorney General subpoenas, petitions and orders using Microsoft Word.
* Knowledge of state and Federal laws, Oregon Revised Statues, Department of Justice policy and procedures and Administrative Rules.
* Input case information on Matter Management System.
* Assisted in processing and organizing evidence.
* Input data into tables using Microsoft Excel; assisted in preparation of budget and related reports; monitored financial expenses.
* Responded to inquiries and furnished information to the general public.
* Handled highly confidential materials in the scope of job duties. Background check cleared for work in Tobacco Compliance Task Force (Dept. of Justice, Dept. of Revenue and Oregon State Police).

2/1997 – 6/2002 Walla Walla County Prosecutor, Walla Walla, WA

Legal Assistant

* Prepared legal documents for Deputy Prosecutor in Juvenile Department, including dependency and guardianship petitions, orders for dependency hearings, summons, witness lists and subpoenas.
* Interviewed clients in Child Support Division to obtain current address and employment information for the absent parent in order to prepare child support orders for Deputy District Attorney for their review, signature and filing with the court.
* Made arrangements for clients to have DNA testing to determine paternity.
* Worked with Department of Children and Family Services caseworkers, attorneys and court personnel to set up hearings for dependencies and guardianships.
* Prepared monthly dependency reports and distributed copies to parties involved.

12/1991 – 7/1995 Court of Appeals/Supreme Court, Salem, OR

Court Operations Specialist I

* Filed all paperwork, files and trial court records for Oregon Court of Appeals and Supreme Court.
* Prepared receipts for trial court records and exhibits.
* Microfilmed closed files and transcripts for archiving.

8/1990 – 6/1991 Allen Brecke Law Offices, Kennewick, WA

Personal Injury Paralegal

* Requested accident reports, medical records from hospitals and doctors, medical bills and statements.
* Prepared demand packages for the client by compiling gathered information into a summary for the attorney’s signature, to be sent to insurance companies to commence settlement negotiations.
* Interviewed new clients.
* Maintained office filing system.

**SPECIALIZED TRAINING**

Fundamentals of Litigation for Criminal Legal Assistants Seminar

March 21-25, 2005 National Advocacy Center, Columbia, South Carolina

Introduction to Legal Research and Citation Seminar

April 3-7, 2006 National Advocacy Center, Columbia, South Carolina