

Amber Kirk

Legal Assistant/Paralegal

Services: Business, Estate Planning and Probate,
Real Estate and Land Use, Water

Industries: Agriculture, Commercial Real Estate,
Local Governments and Special Districts



Bend, OR 541-797-2080 | amber.kirk@jordanramis.com

OVERVIEW

With nearly 40 years of experience in the legal industry, Amber brings deep knowledge to Jordan Ramis's business, estate planning and probate, and water law teams. She has extensive experience analyzing legal issues, conducting research, and preparing documents, contracts, pleadings, and correspondence.

Amber works closely with the firm's attorneys on all aspects of a case to ensure the whole team is working collaboratively and efficiently in helping clients solve problems. Whether she is preparing land use applications or e-filing with the courts, Amber always approaches cases with a client-first mentality. She uses exceptional communication skills and empathy to create a safe and productive environment to get matters taken care of.

When she is not in the office, Amber is outdoors exploring the wilderness by camping, hunting, and fishing with family.

Education

- High School Diploma (degree conferred with honors, 1982)
- Continuing Legal Education Award

Membership and Activities

- Past President, Crook, Deschutes & Jefferson Counties Legal Secretaries Association

Awards and Honors

- "Legal Secretary of the Year" 1992