JORDAN RAMIS

Priscilla Gray

Firm Administrator

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OVERVIEW

Priscilla Gray is an experienced professional who brings more than 30 years of legal and administrative experience to her role as Firm Administrator. Before joining Jordan Ramis in 2011, Priscilla served more than 20 years as a paralegal in the areas of creditors' rights, bankruptcy, collection, commercial litigation, and general matters.

Priscilla oversees the firm's non-attorney staff and day-to-day operations, including managing the daily operations of the information systems, human resources (recruiting, hiring, training, workflow coordination), equipment, office services, and facilities. Focusing on career development, excellent client service, and clear processes and procedures, Priscilla works collaboratively with the entire Jordan Ramis team to ensure firm clients have access to knowledgeable staff who go beyond their expectations.

Priscilla began her career in the legal industry in 1990 as a file clerk and was subsequently trained to serve as a legal assistant and later as a paralegal before joining Jordan Ramis's management team. When Priscilla is not working, she enjoys traveling, spending time outdoors, and spending time with her family.

Membership and Activities

- Association of Legal Administrators (ALA)
- Society for Human Resource Management (SHRM)
- Oregon Paralegal Association
- Past Chapter Representative for the SW Washington Chapter of the Oregon Paralegal Association