

State of Washington
 Attorney General's Office
 invites applications for the position of:

Division Chief - University of Washington Division in Seattle

SALARY: Depends on Qualifications

OPENING DATE: 12/12/18

CLOSING DATE: 01/13/19 11:59 PM

DESCRIPTION:

Persons requiring reasonable accommodation in the application and/or interview process, may contact Tracy Robinson at 360-586-7693. For those who are hearing impaired and need assistance, please contact the Washington Relay Service at 1-800-676-3777 or www.washingtonrelay.com



The Washington State Office of the Attorney General is seeking an experienced attorney and leader to serve as Division Chief of its University of Washington Division.

THE ATTORNEY GENERAL'S OFFICE

The Attorney General is the chief legal officer for the State of Washington, and the [Attorney General's Office](#) (AGO) serves more than 230 state agencies, boards, commissions, colleges and universities, as well as the Legislature and the Governor. In furtherance of its mission to deliver the highest quality professional legal services to officials, agencies, and people of the state of Washington, the AGO covers a remarkably diverse legal landscape, including social and health services, child welfare cases, consumer protection, civil and administrative litigation, environmental law, torts, tribal law, labor and employment law, appellate practice, criminal prosecution, and education law.

The AGO is highly respected for the quality of its legal work and the professionalism and ethical standards of its staff and leadership. The AGO's dedicated team members of 600 attorneys and 700 professional staff (working in the AGO's 30 or so legal divisions and units) often cite the following as reasons why the AGO is a great place to work: the AGO's broad mandate, the challenging, diverse work in the public interest, the opportunities for professional growth, and the collegial atmosphere.

The AGO greatly encourages, celebrates, and values diversity. It recognizes that a workforce composed of employees with different backgrounds and experiences creates an inclusive environment, strengthens positive relationships with the local community, and brings new perspectives and approaches to fulfill its mission of providing excellent, independent and ethical legal services to the State of Washington and protecting the rights of its people.

Our attorneys are committed to the highest standards of civility and transparency. They value a collegial and diverse work environment and they both respect and support their colleagues and staff.

THE AGO'S UNIVERSITY OF WASHINGTON DIVISION

The [University of Washington Division](#) of the AGO provides comprehensive legal services to the [University of Washington](#) (UW), which is one of the world's preeminent public universities. The UW maintains three campuses in Seattle, Tacoma, and Bothell, and operates three major hospitals (as part of a larger medical enterprise). The UW annually enrolls more than 55,000 undergraduate, graduate, and professional students and employs more than 45,000 faculty, professional exempt staff, civil service staff (union and non-union), and students in academia, health care, administration, research, skilled trades and law enforcement. In addition to providing world class educational programs with 16 colleges and schools, the UW also has a Division I athletics program.

The UW is one of the few universities in the U.S. with total research funding of over one billion dollars (\$1.35 billion in fiscal year 2018) and consistently places among the top five for total funding for all public and private universities in the country. The UW also owns and operates extensive real estate holdings, including the 10 acres of downtown Seattle's central business and financial district known as the Metro Tract. The UW investment office manages the University's \$3.4 billion-dollar endowment fund, which requires significant tax analysis and the review of investment instruments and programs. The UW is ranked consistently among the best higher education research institutions in the country.

The 20 attorneys in the UW Division enjoy handling a wide variety of complex legal issues related to the UW's broad array of operations and activities. The Division's practice areas include student affairs, academic programs, health care, labor and employment law, land use, real estate, tax, business, intercollegiate athletics, research compliance and technology transfer, public finance and bonding, data privacy and public records, intellectual property, gifts and trusts, international programs, the open public meetings act, and other higher education issues.

The Division's office is located in the University District in Seattle, Washington.

DUTIES:

THE POSITION

The University of Washington **Division Chief** serves as chief legal counsel to the UW's President, Provost, and Board of Regents and works closely and regularly with other high-level UW administrators. This includes providing and/or coordinating legal advice in any of the practice areas described above as well as in relation to ongoing litigation or new or emerging legal issues.

In addition, the Division Chief is responsible for leading the Division's 20 attorneys and 12 professional staff, and for overseeing all aspects of its multifaceted and challenging legal work. This includes capably managing multiple priorities and implementing AGO and UW policies and practices to facilitate the efficient and smooth operation of the Division. The attorneys are organized into three practice teams -- General Practice, Employment, and Healthcare -- each headed by a team leader, who reports directly to the Division Chief. The team leaders have primary responsibility for organizing and supervising the substantive work of their respective teams and also serve as main contacts for client leadership. The division administrator, who is also part of the division's leadership team, supervises the professional staff and works closely with the Division Chief. The members of the UW division appreciate the challenging and interesting work as well as the division's collegial and collaborative work environment.

The Division Chief's responsibilities also include managing the division's budgets as well as the contracts of special assistant attorneys general, who generally are appointed to represent the UW in tort or complex civil litigation and in selected specialty areas such as antitrust, tax, land use and intellectual property.

The Division Chief reports to a Deputy Attorney General and serves as a valued member of the AGO's leadership team. The Division Chief also coordinates with the other division chiefs and colleagues advising and representing the state's other public universities and colleges.

The Division Chief must be able to build and maintain strong relationships and coordinate effectively with clients and all members of the division as well as with managers and other employees in other AGO divisions. The Division Chief is required to build trust with coworkers and have superior interpersonal skills and strong oral and written communication skills. The Division Chief is expected to foster teamwork, provide growth opportunities for a diverse group of people, and promote and maintain a diverse, inclusive and welcoming work environment. The successful candidate will be an outstanding leader and team player.

QUALIFICATIONS:

The minimum qualifications and abilities are:

- At least 10 years of legal experience practicing law, in one or more of the practice areas identified in the division description above;
- A strong interest in higher education law;
- Excellent judgment and leadership/management skills;
- Exceptional communication skills (verbal and in writing);
- High caliber analytical and research skills with an affinity for quickly learning new areas of law;
- Superior interpersonal skills;
- Strong organizational skills and a demonstrated ability to manage multiple priorities under pressure;
- Experience providing independent, sound legal advice on a variety of complex issues to knowledgeable high level clients;
- An outstanding ability to establish and maintain positive working relationships with coworkers and clients;
- A demonstrated ability to collaborate effectively and foster teamwork;
- Effective problem solving skills; and
- Experience providing proactive, practical and creative solutions relating to legal, business and operational strategy and/or to law office management.

The strongest candidates also will possess:

- Substantial experience serving in effective leadership and management roles as an attorney;
- Significant experience advising a higher education institution or a large public or governmental entity;
- Considerable civil litigation experience; and
- Experience with open public meetings and public records laws as well as administrative law.

Applicants must have graduated from a law school accredited by the ABA or completed the WSBA's Rule 6 Law Clerk Program. The AGO seeks applicants who are committed to public service as demonstrated by an applicant's background, talents, attitude, and enthusiasm for public law practice. The AGO greatly encourages, celebrates and values diversity, appreciating that a workforce composed of those from different backgrounds and experiences creates an inclusive environment, strengthens positive relationships with the local community and brings new perspectives and approaches to fulfill its mission of providing excellent, independent and ethical legal services to the State of Washington and protect the rights of its people.

SUPPLEMENTAL INFORMATION:

AGO salaries are based on experience, qualifications and are commensurate with comparable positions in the AGO. A competitive state benefits package is also offered which includes a choice of medical/dental insurance plans, retirement, life and basic long-term disability insurance. In addition, there are non-financial benefits that include working in a collaborative and supportive work environment where professional development and work-life balance are highly valued.

Interested applicants must apply by hitting the "apply" button above. In addition to the on-line application, one must upload, via the system:

- A letter of interest;
- Resume;
- Law school transcript (unofficial copy is acceptable); and
- Writing sample.

If you have questions about these positions and/or wish to learn more about them before applying, we encourage and welcome you to contact Deputy Attorney General Aileen Huang at (206) 464-7744 or Aileen.Huang@atg.wa.gov. The deadline for receipt of the application and supporting material is January 13, 2019.

Honoring diversity, equity and inclusion means that as an agency, and as individuals, we are committed to ensuring that all employees and volunteers enjoy a respectful, safe and supportive working environment. Only by fostering the inclusion of people from all backgrounds, cultures and attributes, can AGO employees and volunteers achieve their fullest potential and best advance the goals and mission of the AGO.

The AGO is an equal opportunity employer and does not discriminate on the basis of race, creed, color, national origin, sex, marital status, sexual orientation/gender identity, age, disability, honorably discharged veteran or military status, retaliation or the use of a trained dog guide or service animal by a person with a disability. Persons requiring reasonable accommodation in the application process or requiring information in an alternative format may contact Tracy Robinson at 360-586-7693. Those with a hearing impairment in need of accommodation are encouraged to contact the Washington Relay Service at 1-800-676-3777 or www.washingtonrelay.com.

For more information about the AGO, we encourage you to review the Office's newest Annual Report which can be found [HERE](#) and view [THIS VIDEO](#).

Division Chief - University of Washington Division in Seattle Supplemental Questionnaire

- * 1. Have you ever worked or volunteered for the Washington State Attorney General's Office? If yes, indicate dates and positions in which you served. If "NO", you will need to indicate "NO" or "N/A" in order to proceed with your application.
- * 2. List all activities or community involvement, past or present, that demonstrate a commitment to public service.
- * 3. Are you a current member of the Washington State Bar Association?
 Yes No
- 4. What is your Washington State Bar Association number?
- 5. If seeking admission to the WSBA via reciprocity or score transfer, what date do you anticipate being admitted to the WSBA?
- * 6. Have you ever been subject to discipline or censure by a Bar Association or other licensing organization? If "YES" provide a full explanation for each disciplinary action. If the answer is "NO" you must indicate this by typing "NO" in order to proceed with your application.
- * 7. Is there any Bar disciplinary proceeding pending against you? If "YES", provide a full explanation. If the answer is "NO", you must indicate this by typing "NO" in order to proceed with your application.
- * 8. Have you ever been fired or asked to resign from any position? If "YES", you must provide a full explanation for each termination. If the answer is "NO", you must indicate this by typing "NO" in order to proceed with your application.
- * 9. Have you participated, whether as an attorney, paralegal, legal assistant, or in any other capacity, in the representation of any party in a matter where the party's interest was materially adverse to that of the State, its agencies, or its officers or employees? If "YES", please identify all such matters, including the parties to the matter, the court and cause number of the matter, and your role in the matter. If "NO", you must indicate this by typing "NO" in order to proceed with your application. If you require additional space, please attach additional sheets and indicate your attachment here.
- * 10. Have you participated as a judge, arbitrator, mediator, adjudicative officer, or as a law clerk to such a person, in a matter in which the State or any of its agencies, officers, or employees were a party? If YES, please identify all such matters, including the parties to the matter, the court and cause number of the matter, and your role in the matter. If "NO", you must indicate this by typing "NO" in order to proceed with your application. If you require additional space, please attach additional sheets and indicate your attachment here.
- * 11. Is there any other matter, person, entity, or personal interest that might present a conflict of interest or otherwise limit your ability to perform work for the Attorney General's Office or represent a state agency, officer, or employee? If YES, please identify such matters, persons, entities, or personal interests with sufficient detail to allow the Attorney General's Office to understand the nature of the potential conflict of interest. You are not required to disclose any pending or contemplated complaint or dispute for which the law allows you to remain anonymous; however, you are responsible for not accepting assignments that would violate conflict of interest or confidentiality provisions of the Rules of Professional Conduct or other laws with regard to such matters. If "NO", you must indicate this by typing "NO" in order to proceed with your application. If you require additional space, please attach additional sheets and indicate your attachment here.
- * 12. Please be advised that the AGO thoroughly checks references, including one's current employer. HOWEVER, it is very important to note that references are ONLY checked after at least one interview. Any concerns about checking references can be discussed during

any interview. For the sake of efficiency, we ask that you proactively provide a release by responding affirmatively to the following statement. I authorize the Washington State Attorney General's Office (AGO) to contact any or all of my former or present employers, or organizations for which services have been provided, for the purposes of verification and reference. This may include information of a confidential nature, to include but is not limited to reviewing my personnel file, contacting any references, and/or contacting anyone else who might be familiar with my past job performance. I knowingly and voluntarily release the state of Washington, the AGO, its individual employees, and all my former or present employers, and their individual employees, from any and all known and unknown claims for damages or other relief arising out of the AGO's request for and receipt of employment information, unless my current or former employer is prohibited by state or federal law from disclosing the information that the AGO requests. PLEASE TYPE YOUR FULL NAME IN RESPONSE TO THIS SUPPLEMENTAL QUESTION TO PROVIDE SUCH AUTHORIZATION.

- * 13. Have you uploaded all of the required material (i.e., letter of interest, resume, law school transcript and writing sample) with this application?

Yes No

* Required Question