

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

Assistant Attorney General - Regional Services Division in Port Angeles

SALARY: Depends on Qualifications

OPENING DATE: 01/04/19

CLOSING DATE: 01/16/19 11:59 PM

DESCRIPTION:

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.



The Attorney General's Office (AGO) is the chief legal officer for the state of Washington, serving 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 consumer protection, civil and administrative litigation, environmental law, torts, tribal law, labor law, appellate practice, criminal prosecution and employment law.

The agency 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 of more than 600 attorneys and 600 professional staff often cite the AGO's broad mandate, offering challenging, diverse work in the public interest as reasons to join the office -- and opportunities for professional growth, along with a collegial atmosphere, as reasons to stay. 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 protecting the rights of its people.

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](#).

If you enjoy the mountains and love the water, Port Angeles is the place you want to work and live. With a population of approximately 20,000 residents, Port Angeles, the Clallam County seat, is tucked in the rain shadow of the Olympic Mountains and nestled up to the Strait of Juan de Fuca on the beautiful Olympic Peninsula. Hiking, biking, kayaking, fishing, boating, skiing, exploring...we have it all. Add to that a collegial, small office of four hard-working attorneys and three of the best professional staff you could ask for and you have the best of all worlds, including great opportunities for professional growth.

DUTIES:

The Washington State Attorney General's Office is currently seeking applicants for consideration as an **Assistant Attorney General** in the [Regional Services Division](#) in Port Angeles.

The selected attorney will work in a high volume litigation practice entailing frequent state court docket and trial appearances. The attorney in this position primarily represents the Department of Children, Youth, and Families (DCYF) in juvenile litigation cases in superior court and at the appellate level. The attorney primarily handles juvenile litigation matters arising in Clallam and Jefferson counties. Juvenile litigation cases involve factual and legal issues regarding the physical and mental health and safety of children in situations where the DCYF initiates dependency, dependency guardianship and termination actions under RCW Title 13. The attorney in this position will advise and represent DCYF in litigation and on appeal, requiring familiarity with applicable rules and procedures.

Because juvenile litigation cases present emergent situations affecting children's health and safety, the attorneys in these positions often provide advice and representation under significant pressure. Attorneys work with social workers to evaluate evidence to determine whether the evidence in the case is legally sufficient to support court intervention. In addition, attorneys review relevant petitions and other documents, consult with social workers and other DCYF employees, submit and respond to discovery, prepare witnesses and evidence for hearing or trial, review reports submitted to the court, perform research and analysis, submit relevant briefing to the court, consider settlement options, and take other action related to these matters. The attorney in this position also communicates frequently with other attorneys and guardians ad litem to resolve issues related to the underlying case.

In addition, all attorneys in this division may be assigned to a wide variety of clients according to the needs of the client agencies and the office, as well as the skills, experiences, and professional development needs of attorneys. Client agencies served by this division in this location include the DCYF, Department of Social and Health Services, Department of Early Learning, Department of Labor and Industries, Department of Licensing, Employment Security Department, and Peninsula College. The willingness to be assigned to any of these client agencies is expected of all attorneys in this division.

The position offers an opportunity to quickly develop independent judgment within the context of a large law office striving to provide consistent representation to client agencies in locations throughout the state.

QUALIFICATIONS:

Specific qualifications for this position includes:

- The ability to quickly adapt to a practice that involves assignment of 80 or more cases at a time;
- The ability to shift from one type of work to another during a given week or day;
- Demonstrated ability to independently manage time, to identify and prioritize tasks necessary to complete, and to maintain a well-organized practice under significant case load demands are essential; and
- The ability to communicate with a variety of client agency representatives efficiently and effectively, as well as with attorney and non attorney colleagues within the office.

Preferred qualifications include:

- Two years experience and significant experience representing clients in court on motions and in bench trials; and
- Experience handling other aspects of a litigation practice, including propounding and responding to discovery, appellate work, and review of petitions and complaints initiating legal action.

Applicants must have graduated from a law school accredited by the ABA or completed the WSBA's Rule 6 Law Clerk Program and be licensed to practice law in Washington state. 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.

SUPPLEMENTAL INFORMATION:

AGO attorney 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.

For information about the positions, please contact Section Chief Cathy Marshall at 360-417-5659. The deadline for receipt of all application material is **January 16, 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.

Assistant Attorney General - Regional Services Division in Port Angeles Supplemental Questionnaire

- * 1. Briefly describe your experience handling matters at the trial court level. Please address the approximate number of matters you were assigned at any given time, and the approximate number of times that you have appeared in court in contested matters on behalf of an individual, government agency, or business entity.
- * 2. Briefly describe your experience handling contested matters in which you were responsible for presenting evidence and in which the Rules of Evidence applied to the proceeding.
- * 3. Are you willing to relocate to within 30 miles of this position?
 Yes No
- * 4. 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.
- * 5. List all activities or community involvement, past or present, that demonstrate a commitment to public service.
- * 6. Are you a current member of the Washington State Bar Association?

Yes No

7. What is your Washington State Bar Association number?
8. If seeking admission to the WSBA via reciprocity or score transfer, what date do you anticipate being admitted to the WSBA?
- * 9. 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.
- * 10. 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.
- * 11. 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.
- * 12. 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.
- * 13. 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.
- * 14. 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.
- * 15. 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.
- * 16. 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