

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

## Assistant Attorney General - Regional Services Division in Everett

**SALARY:** Depends on Qualifications

**OPENING DATE:** 12/19/19

**CLOSING DATE:** 01/12/20 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](http://www.washingtonrelay.com).*



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

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 members of 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 protect 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](#).

The position is located in downtown Everett, Washington. Located on the Puget Sound, Everett is approximately 25 miles north of Seattle. It has a population of approximately 110,000. It is known for its recreational opportunities, including boating (Everett has the largest public marina on the West Coast), hiking in the central Cascades, and skiing. The revitalized waterfront district has many walking paths, restaurants, a new hotel, planned retail and housing developments, and music festivals. Everett's downtown area has undergone a renaissance in recent years, and includes a theater plaza that hosts the Sets in the West summer concert series. Everett is also home to the Naval Station Everett and Boeing's assembly plant for 747, 767, 777, and 787 aircraft. Everett is also home to the Everett Aquasox baseball club (a single A affiliate of the Seattle Mariners) and the Everett Silvertips hockey team.

**DUTIES:**

The Washington State Attorney General's Office is looking for an **attorney** to serve in its [Regional Services Division](#) in **Everett, WA**. This attorney will work in a high volume litigation practice entailing frequent state court docket and trial appearances. 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. The Everett location consists of 15 attorneys and 16 professional staff working in a variety of legal practice areas representing various state agencies and higher education institutions in Snohomish and Island Counties. Client agencies served include the Department of Children Youth and Families (DCYF), the Department of Social and Health Services (DSHS), the Department of Labor and Industries (LNI), Everett Community College, and Edmonds Community College. Representation of DCYF includes advice and legal representation of the agency in child welfare cases, and foster home and group care licensing cases. Representation of DSHS includes vulnerable adult protection cases, community-based long-term care facility licensing cases, and miscellaneous superior court matters. The willingness to be assigned to any of the client agencies is expected of all attorneys in this division.

It is anticipated that the attorney in this position will carry a mixed caseload. This will include representation of DCYF in child welfare cases to protect abused and neglected children in dependency, guardianship, and termination of parental rights cases. The subject matter can be difficult, but the work is remarkably rewarding. These cases directly influence the lives of children in our state, in a very meaningful way. The attorney selected for this position will work a high volume litigation practice entailing frequent state court docket and trial appearances. Typical duties include:

- Frequent contact with social workers and other agency employees;
- Frequent contact with opposing counsel and Court Appointed Special Advocates (CASA);
- Hearing and trial preparation and presentation;
- Providing options-based advice; and
- Legal research and drafting pleadings and brief for both superior and appellate courts.

The position will also likely include representation of one of the two community colleges served by the Everett office. This assignment is challenging and varied, allowing the individual to work on a wide range of topics, and includes a mixture of client advice and litigation. Examples include:

- Academic employee labor and employment;
- Student activities and conduct;
- Social media;
- Constitutional law;
- Anti-discrimination;
- Land use and public works;
- Contracts and procurement/business transactions;
- Data security;
- Institutional governance;
- Public records; and
- Open public meetings.

The attorney also represents the client agency in mediations and arbitrations, and in all non-tort litigation, which may include administrative hearings and original proceedings in state and federal courts. Typical duties for this position include:

- Frequent contact with agency representatives to understand legal issues and needs;
- Timely research and synthesis of relevant law;
- Providing options-based legal advice;
- Providing training;
- Reviewing contracts;
- Negotiating on the clients' behalf;
- Appearing in administrative proceedings and courts to defend agency decisions and actions;
- Drafting briefs and motions;
- Working with discovery; and
- Travel to the client agency for monthly evening meetings of the governing board.

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

#### **QUALIFICATIONS:**

We seek candidates who have practiced for a minimum of 5 years, who are interested in a diverse and intellectually stimulating practice and are comfortable juggling multiple client assignments. The following characteristics are essential for the attorney hired to fill this role:

- The ability to quickly adapt to a practice that involves assignment of 80 or more cases at a time.
- The ability to independently manage one's time and to identify and prioritize tasks necessary to complete and maintain a well-organized practice.
- The ability to shift from one type of work to another during a given week or day.
- 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.

The strongest candidates will also offer:

- Superior interpersonal skills, including the ability to nurture positive working relationships with sophisticated clients.
- The ability to engage in clear, high-quality oral and written communication.
- Diplomacy and outstanding judgment.
- Independent thinking and practical problem-solving skills, and the ability to quickly learn new areas of law.
- The ability to perform research and analysis, and submit relevant briefing and memoranda to the court and to clients.
- The ability to evaluate evidence to determine legal sufficiency to support court intervention.
- The ability to submit and respond to discovery and prepare witnesses and evidence for hearing or trial.
- The ability to successfully handle competing time-sensitive matters and multiple priorities under pressure.
- The highest degree of ethics and professionalism.
- Demonstrated respect and collegiality toward professional staff and attorneys, contributing to our highly-valued positive work environment.

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. 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:**

The Assistant Attorney General position is represented by the Association of Assistant Attorneys General (AWAAG) / Washington Federation of State Employees (WFSE) AFSCME Council 28, AFL-CIO.

Minimum salary for AAG positions start at sixty-three thousand dollars per year. **However, AAG 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 other 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 this position and/or want to learn more about it before applying, please contact Section Chief Scott Majors at Scott.Majors@atg.wa.gov. The deadline to apply January 12, 2020.

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*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](http://www.washingtonrelay.com).*

### **Assistant Attorney General - Regional Services Division in Everett 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?
- \* 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 held in contempt or sanctioned by any state or federal court or administrative agency? If "Yes", provide a full explanation for each action. If the answer is "No" you must indicate this by typing "No" in order to proceed with your application.
- \* 12. 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.

- \* 13. 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.
  
- \* 14. 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.
  
- \* 15. 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.
  
- \* 16. 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.
  
- \* 17. 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