

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

## Assistant Attorney General - Labor and Personnel Division

**SALARY:** Depends on Qualifications

**OPENING DATE:** 01/14/20

**CLOSING DATE:** 01/29/20 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).*



All employees and volunteers of the Washington State Attorney General's Office serve a crucial role in the protection of the state, its people and resources, thereby providing a degree of job satisfaction that is incomparable. The AGO is composed of diverse, collegial and supremely talented legal professionals who are resolute in their commitment to public service and share the common goal of advancing the public interest. For more information about the AGO, we encourage you to review the Office's Annual Report which can be found [HERE](#) and view [THIS VIDEO](#).

The position is located in [Tumwater](#), a beautiful, thriving and affordable community immediately south of the state capital of Olympia. Living and working here offers unparalleled opportunities to pursue a rewarding career while living in an historically rich and vibrant area. It is ideally situated between the northwest's two largest cities (Seattle and Portland) and exploring either is but a short drive away. If exploring Washington State's natural features is your passion, you will appreciate that hiking, skiing and sailing opportunities are easily accessible. But you needn't stray from home for an adventure, as Tumwater/Olympia offers lush parks and trails, walkable neighborhoods, and exceptional dining, shopping and cultural experiences. Families and individuals will benefit from Tumwater/Olympia's excellent schools, from elementary through college.

**DUTIES:**

Are you interested in practicing employment and labor law in an environment that emphasizes teamwork and collaboration?

The [Labor and Personnel Division](#) of the Washington State Attorney General's Office in Tumwater seeks to fill an **Assistant Attorney General** position that involves a mix of client advice and litigation. The practice is dynamic, challenging and evolving, and requires the exercise of diplomatic skills as well as legal advocacy.

The Labor and Personnel Division represents and advises all state agencies and most colleges and universities on labor and employment issues, including labor negotiations and arbitrations, anti-discrimination laws, wage laws, employee discipline, immigration, public disclosure laws, and state and federal family and medical leave laws. The division handles civil litigation related to wage and hour law, and public disclosure. Attorneys have significant client contact, and also appear before administrative boards, independent arbitrators, and in state and federal courts.

Specific responsibilities of the position include meeting with assigned clients who are often high level managers or directors of state agencies, and providing options based advice on all aspects of labor and employment law, preparing witnesses for hearings, crafting motions and legal pleadings, conducting and directing necessary legal research, responding to interrogatories and discovery, mediating cases, and litigating cases.

This full-time position is located in Tumwater, and involves occasional travel, depending on client assignments and hearing locations.

The attorney hired for this position will join a division composed of talented and dedicated colleagues, all of whom are determined to provide the best legal services for the clients and people it serves. At the same time, the Labor and Personnel Division, like the whole of the Attorney General's Office, is committed to creating and maintaining an atmosphere which is supportive, inclusive and collegial for its employees, with the shared goal of achieving a high level of personal and professional satisfaction.

**QUALIFICATIONS:**

The successful candidate will have at least three years' experience in litigation and client advice including:

- Experience drafting briefs;
- Interviewing and preparing witnesses for testimony;
- Conducting hearings or oral arguments before administrative tribunals, the superior or federal courts;
- Professionally interacting with and advising clients on substantial legal issues;
- Excellent writing and advocacy skills;
- Possessing strong interpersonal and communication skills; and
- Demonstrated ability to multi-task.

Labor and employment experience is preferred. Experience with labor contracts, immigration law, and advising human resources and upper level management are also desirable. Candidates who have less than three years' litigation and client advice experience, but who have substantial

experience in human resources or labor relations will also be considered.

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 (AQAAG) / Washington Federation of State Employees (WFSE) AFSCME Council 28, AFL-CIO.

Minimum salary for AAG positions start at sixty-three thousand dollars a year. 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 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, **preferably as PDFs:**

- 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 Division Chief Valerie Petrie at [Valerie.Petrie@atg.wa.gov](mailto:Valerie.Petrie@atg.wa.gov) or 360-664-4185. The deadline for applying is January 29, 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 - Labor and Personnel Division Supplemental Questionnaire**

- \* 1. Please describe your labor and employment experience in detail.
- \* 2. Please describe your litigation experience in detail including types of cases, venues and nature of the litigation (i.e., motions, briefing, oral arguments, discovery, witness prep, etc).
- \* 3. 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.
- \* 4. List all activities or community involvement, past or present, that demonstrate a commitment to public service.
- \* 5. Are you a current member of the Washington State Bar Association?  
 Yes    No
- 6. What is your Washington State Bar Association number?
- 7. If seeking admission to the WSBA via reciprocity or score transfer, what date do you anticipate being admitted to the WSBA?
- \* 8. 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.

- \* 9. 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.
- \* 10. 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.
- \* 11. Have you ever been fired or asked to resign, or resigned in lieu of termination, 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