

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

## Assistant Attorney General - Regional Services Division in Bellingham

**SALARY:** Depends on Qualifications

**OPENING DATE:** 02/11/20

**CLOSING DATE:** 02/25/20 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](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 beautiful [Bellingham](#), Washington, located between the bay and mountains halfway between Seattle and Vancouver, B.C. Bellingham is home to Western Washington University, the third largest state university. Bellingham has a lively local arts community, and many features of a large city without the traffic or crowds. Outdoor recreation enthusiasts will find opportunities year rounds, including snowboarding, skiing, mountain biking, kayaking and hiking.

**DUTIES:**

The Washington State Attorney General's Office is looking for an **attorney** to serve in its **Regional Services Division (RSD) in Bellingham, 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 Bellingham location consists of 10 attorneys and 10 professional staff working in a variety of legal practice areas representing various state agencies and higher education institutions in Skagit, Whatcom, Island and San Juan Counties. Client agencies served by this division in this location include Department of Child, Youth and Families (DCYF), Department of Social and Health Services, Department of Labor and Industries, Department of Early Learning, Department of Licensing, Employment Security Department, Skagit Valley College, Whatcom Community College, Bellingham Technical College, and Educational Service District 189.

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 position will also likely include representation of DCYF in childcare, foster care, and group care licensing cases. These cases involve advising the client regarding regulatory enforcement matters, representing the agency in contested matters before the Office of Administrative Hearings, and related Superior Court judicial review proceedings under the Washington Administrative Procedures Act. The position will involve regular regional travel within Washington State.

For representation of the DCYF, the assigned AAG can expect to:

- Evaluate evidence to determine legal sufficiency to support court intervention;
- Review relevant petitions and other documents;
- Consult with social workers and other agency 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;
- Communicate frequently with other attorneys and guardians ad litem to resolve issues related to underlying cases;
- Consider settlement options; and
- Take all other actions related to these matters.

**QUALIFICATIONS:**

Specific qualifications for this position include the ability to quickly adapt to a practice that involves assignment of 80 or more cases at a time, and

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

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.

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.

Starting salaries for entry level AAG positions start at sixty-three thousand dollars a year. Ultimately, AAG salaries are based on experience and 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, and 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 wish to learn more about it before applying, we encourage and welcome you to contact Section Chief Sarah Reyes at [Sarahj.Reyes@atg.wa.gov](mailto:Sarahj.Reyes@atg.wa.gov). The deadline for receipt of all application material is February 25, 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 Bellingham 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 within one month of beginning the 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? (Please provide specific details, including dates!)
- \* 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, 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.
- \* 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