

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

## Assistant Attorney General - Consumer Protection Division in Seattle

**SALARY:** Depends on Qualifications

**OPENING DATE:** 02/25/20

**CLOSING DATE:** 03/12/20 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).*



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](#).

**DUTIES:**

**The Washington State Attorney General's Office's [Consumer Protection \(CP\) Division](#) in Seattle has an opening for an attorney to serve as an Assistant Attorney General (AAG). The Division seeks an attorney with at least two years of litigation experience to bring enforcement actions on behalf of the Manufactured Housing Unit (MHU) and also work on consumer protection cases.**

The MHU is a program that facilitates dispute resolution between tenants in manufactured housing/mobile home parks and park owners pursuant to RCW 59.30. If MHU staff members cannot help the parties resolve their complaints and comply with the law, the MHU may investigate and take enforcement action against either tenants or landlords, which may result in hearings before an Administrative Law Judge. While the attorney must prioritize the MHU workload to ensure that the MHU cases are handled expeditiously, the AAG also will work on consumer protection cases to stop unfair or deceptive business practices under the Consumer Protection Act, RCW 19.86, and other consumer protection laws. The AAG can expect the overall workload to be roughly 50% MHU-related and 50% consumer protection-related.

All AAGs in the CP Division must manage a robust caseload, including directing investigations, assessing evidence, and resolving cases through litigation or negotiation. Attorneys must work with a sense of urgency and take the initiative to keep their cases moving toward resolution. The successful candidate for this position will be highly motivated and have a strong desire to enforce the law and the demonstrated ability to work with a team. The attorney hired for this position can expect to conduct stakeholder and general public outreach on behalf of the MHU. The attorney will assess cases from the MHU to determine whether or not there has been a violation of the Manufactured/Mobile Home Landlord-Tenant Act (RCW 59.20), oversee investigations regarding MHU and consumer protection issues, issue legal notices, draft subpoenas, and handle all facets of litigation before Administrative Law Judges, superior courts, and appellate courts. The AAG in this position may be required to advise the Attorney General's Office's leadership and policy staff on MHU and consumer protection issues.

The Consumer Protection Division is composed of supportive, collegial and talented legal professionals who are committed to providing the best legal services to the state and fulfilling the mission of the AGO and Division. The Division's embrace of the Office's progressive life-work policies, its respectful and diverse culture, and its supportive leadership affirmatively demonstrate a tangible commitment to the professional and personal growth and satisfaction of its staff.

**QUALIFICATIONS:**

**Qualified candidates must have:**

- **At least two full years of litigation experience as a practicing attorney;**
- **Direct experience examining witnesses and presenting a case before an Administrative Law Judge or trial court judge;**
- **Excellent judgment;**
- **The ability to consistently produce high-quality work;**
- **Strong organizational skills and the ability to successfully handle competing, time-sensitive assignments;**
- **The ability to multi-task and manage a robust caseload;**
- **Superior writing and oral advocacy skills;**
- **The ability to work collaboratively and creatively with colleagues and stakeholders;**
- **Excellent analytical skills; and**
- **Strong interpersonal skills.**

**Preferred experience:**

- **Handling cases under the Administrative Procedure Act, RCW 34.05;**
- **Handling consumer protection cases; and**
- **Representing clients in landlord/tenant disputes.**

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 salary for AAG positions for entry level 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. The position's official duty station is King County and is thus eligible for 5% assignment pay per legislative action. 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 in PDF:**

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

**If you have questions about this position and/or want to learn more about it before applying, we welcome and encourage you to contact Consumer Protection Division Chief Shannon Smith at [Shannon.Smith@atg.wa.gov](mailto:Shannon.Smith@atg.wa.gov) or (206) 389-3996. The deadline for receipt of all application material is March 12, 2020.**

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**Note! The applicants selected will be required to submit to and pass a fingerprint-based criminal background check conducted by the Washington State Patrol, Criminal Records Division. The incumbent will submit to additional background checks as a condition of employment every five (5) years thereafter.**

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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 - Consumer Protection 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 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.
- \* 9. Have you ever been fired, 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.
- \* 10. 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.
- \* 11. 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.
- \* 12. 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.
- \* 13. 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.
- \* 14. By clicking "YES" I acknowledge and consent to the fact that a background check consisting of employment history, professional references and educational verification (e.g., degree, license, or official transcript) may be conducted. I also acknowledge and consent to a fingerprint-based criminal background check conducted by the Washington State Patrol, Criminal Records Division, and acknowledge that said background check will be a condition of employment for this position every five (5) years thereafter.

Yes  No

\* 15. 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