

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

## Assistant Attorney General - Education Division in Olympia

**SALARY:** Depends on Qualifications

**OPENING DATE:** 04/08/20

**CLOSING DATE:** 05/03/20 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 an incomparable degree of job satisfaction. 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 Olympia Education Division is located in the Highways-Licenses Building in Olympia Washington on the east capitol campus with excellent access to downtown Olympia and the beautiful State Capitol grounds. Olympia sits on Budd Inlet at the south end of the Puget Sound. It is a very livable city with ready access to outdoor recreation opportunities and great schools.

The Education Division provides legal services to a broad array of agency clients including the State's education governance and oversight agencies and 38 institutions of higher education (excluding the University of Washington and Washington State University). Olympia Education serves as the headquarters for education legal work performed around the State. The seven Olympia-based attorneys directly serve the [Superintendent of Public Instruction \(OSPI\)](#), eight higher education institutions, and eleven other education-related agencies.

The Superintendent of Public Instruction is a statewide elected, constitutional officer charged with general supervision over the public schools. OSPI allocates funding and provides tools, resources, and technical assistance to the state's 295 school districts, tribal compact schools, and charter schools. Funding for K-12 education consumes over half of the state's budget. OSPI is also the lead state agency for federal education programs and has certain related regulatory functions, including special education compliance. At the state level, OSPI is responsible for carrying out professional licensing of educators. Interested candidates are encouraged to review the OSPI website ([www.k12.wa.us](http://www.k12.wa.us)).

**DUTIES:**

**The Education Division has an exciting opportunity for an experienced attorney interested in serving as lead counsel to the OSPI and other State education agencies.** This position is in Olympia, WA.

**The position involves a mixture of client advice, transactional work, and litigation. This assignment is challenging, varied, and requires the individual to work on legal questions often associated with high profile public policy issues. The subject matter is broad and interesting. The attorney is expected to be able to coordinate with attorneys for other education-related agencies and keep abreast of education issues both statewide and nationally. 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; and**
- **Working with discovery.**

**Duties also include travel to client agencies for periodic meetings, travel to courthouses, and travel to administrative forums throughout the state; occasionally requiring multi-day/overnight stays.**

The successful candidate will supplement the OSPI assignment with other education work, which may include representing the Washington School Directors Association and a local community college. The attorney is expected to fully contribute to the collective work of the Education Division. Legal subject matter in the Education Division is broad and regularly includes such topics as academic employee labor and employment, student activities and conduct, social media, federal and state constitutional law, anti-discrimination, land use and public works, contracts and procurement/business transactions, data security, institutional governance, public records, and open meetings. The attorney also represents the client agencies in all non-tort litigation, which may include administrative hearings and original proceedings in state and federal courts.

The Education Division is a collegial, team environment; collaborative staffing of legal issues is an important part of the division culture.

**QUALIFICATIONS:**

**We are seeking 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 strongest candidates will also possess the following:**

- Superior interpersonal skills, including the ability to nurture positive working relationships with sophisticated clients.
- 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.
- Sufficient litigation experience to comfortably handle periodic court, labor or administrative proceedings.
- Ability to successfully handle competing time-sensitive matters and multiple priorities under pressure.
- Highest degree of ethics and professionalism.
- Respect and collegiality toward support staff and attorneys, contributing to our highly-valued positive work environment.
- Experience with, or a strong foundation in, governmental law, policy, and operations, all of which are part of a skillset that is highly valued by the client.

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. 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 Dave Stolier at 360-586-0279 / [david.stolier@atg.wa.gov](mailto:david.stolier@atg.wa.gov)**, **Sr. Counsel Jean Wilkinson at 360-586-0812 / [jean.wilkinson@atg.wa.gov](mailto:jean.wilkinson@atg.wa.gov)**, or **Section Chief Aileen Miller at 360-753-2582 / [aileen.miller@atg.wa.gov](mailto:aileen.miller@atg.wa.gov)**. **The deadline to apply is May 3, 2020.** (If you have questions or concerns about the recruitment and interviewing process in light of the Governor's stay-at-home order, you are strongly encouraged to contact Attorney Recruitment Administrator, Linda Nakamura, at [Linda.Nakamura@atg.wa.gov](mailto:Linda.Nakamura@atg.wa.gov) or (206) 464-6446.)

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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 - Education Division in Olympia Supplemental Questionnaire**

- \* 1. Previous experience with education law is not required. But, after reviewing the position description and the OSPI website, please briefly describe what in your previous experience will most assist you to succeed in this position.
- \* 2. 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.
- \* 3. List all activities or community involvement, past or present, that demonstrate a commitment to public service.

- \* 4. Are you a current member of the Washington State Bar Association?  
 Yes  No
5. What is your Washington State Bar Association number?
6. If seeking admission to the WSBA via reciprocity or score transfer, what date do you anticipate being admitted to the WSBA?
- \* 7. 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.
- \* 8. 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.
- \* 9. 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.
- \* 10. 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.
- \* 11. 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.
- \* 12. 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.
- \* 13. 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.
- \* 14. 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.

- \* 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