



Supreme Court Commissioner's Office

STAFF ATTORNEY

Scope of Responsibility

- Under the direction of the Supreme Court Commissioner, Deputy Commissioner, or Senior Staff Attorney, prepares legal memoranda explaining, analyzing, and recommending disposition of cases brought before the Supreme Court. Also prepares draft opinions, orders, and rulings as required.
 - A person holding this position is responsible for researching and writing legal memoranda on all types of cases reaching the appellate courts. The Staff Attorney acts independently with minimal guidance/supervision from senior staff.
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Essential Activities

- Researches and analyzes the procedural and substantive legal issues found in petitions for review, appeals filed directly in the Court, and motions decided by the Court.
- Prepares memoranda addressed to the Court, reporting research and analysis and recommending whether the Court should grant, deny, or take some other appropriate action on petitions for review and motions, and whether the Court should retain appeals filed directly in Court or transfer them for decision by the Court of Appeals in the first instance.
- Prepares draft opinions and orders for the court and draft rulings for the Commissioner.
- Prepares, for internal Court use, summaries of opinions circulating among the Supreme Court Justices and summaries of relevant decisions from courts of other jurisdictions.
- Prepares drafts of issue statements for cases to be heard by the Court.
- Acts as a resource to law clerks on legal and procedural questions.
- Performs other duties as assigned.

Key Competencies

- Knowledge of: Washington State law; Washington State judicial system; Washington State court procedures and appellate process; legal research techniques and resources; various types of legal writing.
- Ability to: work independently and with others, often under time constraints; interpret and apply court rules; understand complex legal issues; use good judgment in evaluating situation; maintain confidentiality; communicate effectively; perform legal research thoroughly and efficiently; write in a clear, concise style; develop and maintain working knowledge of significant legal problems and trends; establish and maintain effective relationships with the Justices, Court personnel, legal community, and others.

Qualifications and Credentials

- Graduation, with a strong academic record, from an accredited law school **AND**
- Member in good standing in the Washington State Bar Association **AND**
- Two years experience working in an appellate court or equivalent experience.

SALARY RANGE: 57

2/08 Revised
5/97 Revised
8/88 Revised
1/88 Revised
07/85