



REFERENCE JOB #2021-01-01

Washington State Supreme Court
Olympia, Washington

STAFF ATTORNEY SUPREME COURT COMMISSIONER'S OFFICE

DESCRIPTION

Under the direction of the Supreme Court Commissioner or Deputy Commissioner, this professional level position independently works on complex legal research, record review, and writing projects that address both settled legal principles and areas where the law is not well-settled because lower court opinions conflict, the United States Supreme Court has announced new constitutional rules, or there are other emerging legal developments. The written product must provide an objective and comprehensive basis for each justice to independently decide whether to vote to hear a case and, if necessary, outline the procedural steps recommended for the disposition.

See Job Description for more in-depth information (www.courts.wa.gov/employ) or [click here](#).

DUTIES AND RESPONSIBILITIES

Researches and analyzes the procedural and substantive legal issues presented by petitions for review, appeals filed directly in the Court, cases filed under the Court's original jurisdiction, and motions to be decided by the Court.

Provides the Justices with legal memoranda including a summary of the case, legal analysis of the issues, discussion of the multifaceted considerations involved in selecting cases for review, and a recommendation as to 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 the Court or transfer them for decision by the Court of Appeals in the first instance; to recommend disposition of a case: studies the trial record, performs complex legal research, analyzes emerging legal developments, considers issues in other pending cases, considers the additional procedural steps, if any, necessary for appropriate disposition.

Prepares draft opinions and orders for the court and draft rulings for the Commissioner as requested.

Prepares, for internal Court use, summaries of proposed opinions circulating among the Supreme Court Justices.

Prepares, for public information and posting on the Court's website, drafts of issue statements for cases to be heard by the Court.

Serves as a resource for the Court's judicial law clerks and law student externs on legal and procedural questions.



Performs other duties as assigned.

REQUIREMENTS, 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**
- Four (4) years of attorney experience working in an appellate court or equivalent experience.

SALARY AND BENEFITS

- \$62,748 - \$82,344 annually (Range 61) DOQ
- Medical/Dental, Life Insurance, and Long Term Disability Insurance programs
- Paid Vacation and Sick Leave
- State Retirement Plan

This position is not covered by the Federal Fair Labor Standards Act and the Washington State Minimum Wage Act.

APPLICATION INFORMATION

This position is open until filled; review of applications for this opportunity will begin on **January 20, 2021**. This recruitment will close when enough qualified applications are received. If you are interested in this opportunity, your prompt application submission is encouraged.

Application submissions must contain the following to be considered:

1. A cover letter of interest addressing the qualifications for the position (no more than two pages);
2. A comprehensive resume, with 3-5 professional references;
3. Two legal writing samples representing your own work;
4. **And**, an a Judicial Branch Application for Employment, (found at the end of this [page or go to www.courts.wa.gov/employ](#) under Current Openings, click on Washington Courts, the Application is located at the bottom of the page)

Please submit the complete application by email, fax, or postal service to:

Email to: Employment@courts.wa.gov (preferred)

Mail to: Administrative Office of the Courts
Attention: Human Resources
P.O. Box 41170
Olympia, WA 98504-1170

Fax to: (360) 586-4409

The Supreme Court will not accept applications. Please submit all applications as indicated above.

The Supreme Court is committed to the practice of equal employment opportunity and does not discriminate on the basis of gender, pregnancy, race, color, national origin, ancestry, religion, creed,



physical, mental or sensory disability (actual or perceived), use of a service animal, marital status, sexual orientation, gender identity or expression, veteran or military status, age, HIV or Hepatitis C status, or any other basis protected by federal or state law. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Melody Long, AOC Human Resource Office, at (360) 704-4143 or fax (360) 586-4409, or via email to employment@courts.wa.gov.