

Supreme Court Commissioner's Office  
Olympia, Washington

## STAFF ATTORNEY

*There is one full-time position open to all candidates  
who meet the minimum qualifications.*

### DUTIES AND RESPONSIBILITIES:

Under the direction of the Supreme Court Commissioner, Deputy Commissioner, or Lead Staff Attorney, prepares legal memoranda explaining, analyzing, and recommending disposition of cases brought before the Supreme Court. Also prepares draft opinions, rulings, and orders 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.

Salary expected to be at or near entry level.

*See Job Description for more in-depth information.*

### MINIMUM QUALIFICATIONS:

Graduation, with a strong academic record, from an accredited law school **AND** be a member in good standing in the Washington State Bar Association **AND** have two years' experience working in an appellate court or equivalent experience.

**Desirable Qualifications:** At least one year as a staff attorney or law clerk for an appellate court.

### SALARY AND BENEFITS:

- \$49,608 to \$65,088 (Range 57)
- Medical/Dental, Life Insurance, and Long Term Disability Insurance programs
- Paid Vacation and Sick Leave
- State Retirement Plan

**APPLICATION PROCEDURE:**

For more information visit our website at [www.courts.wa.gov/employ](http://www.courts.wa.gov/employ).

To apply, please submit a

- cover letter
- résumé
- two legal writing samples representing your own work, and
- three professional references

by postal service, email, or fax to one of the following.

**Mail:**

Washington State Administrative Office of the Courts  
Attention: Human Resources  
1206 Quince St SE  
PO Box 41170  
Olympia, WA 98504-1170

**Email:** [employment@courts.wa.gov](mailto:employment@courts.wa.gov)

**Fax:** 360-586-4409

**PLEASE NOTE: No applications will be accepted by the Supreme Court Commissioner's Office.**

**CLOSING DATE: Completed application packets must be received by 5:00 p.m. on Monday, September 14, 2015.**

*The Supreme Court Commissioner's Office is committed to the practice of equal employment opportunity and non-discrimination for all persons without regard to race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Colleen Clark, AOC Human Resource Office, at (360) 704-4143 or fax (360) 586-4409, or via email to [employment@courts.wa.gov](mailto:employment@courts.wa.gov).*