

THE WASHINGTON PATTERN JURY INSTRUCTION COMMITTEE
Invites applications for a

Part-Time Attorney—Independent Contractor

OPENING DATE: July 25, 2016

CLOSING DATE: August 19, 2016 at 5:00 p.m. PDT

OVERVIEW: The Washington Pattern Instruction (WPI) Committee drafts the civil and criminal pattern jury instructions used by the trial courts. The Committee operates under the supervision of the Supreme Court and is composed of over 30 lawyers, trial court judges, and law professors appointed by the Supreme Court. In addition, lawyers in the community assist the Committee with its work by participating as subcommittee members. Two staff attorneys assist the Committee with its work.

CONTRACT SERVICES SOUGHT: The WPI Committee intends to enter into a personal services contract with an attorney to perform committee staffing duties, legal research, and writing, on a part-time basis.

COMPENSATION: \$26.00 per hour; no benefits.

ESTIMATED NUMBER OF HOURS PER WEEK: 10 hours per week, on average, not to exceed 520 hours per fiscal year. No minimum number of hours is guaranteed under this contract. Compensation will be paid for actual hours worked only.

START DATE: Fall 2016.

SERVICES TO BE PERFORMED: May include, but are not limited to:

- Organizing and attending the meetings of subcommittees (primarily by telephone) as members develop, exchange, and revise drafts of pattern jury instructions and the accompanying Notes on Use and Comments.
- Preparing background memoranda summarizing the primary legal authorities (statutes, case law, constitutional provisions, court rules, etc.), and any recent changes in those authorities, that pertain to a particular area of law.
- Drafting proposed changes to instructions, Notes on Use, and Comments for further review by others.
- Editing drafts of instructions, Notes on Use, and Comments, as requested.
- Attending meetings of the full WPI Committee. Meetings are held on one Saturday morning per month in Seattle.

- Assisting the Committee's lead staff person in organizing the work of the full Committee.
- Assisting the lead staff person in proofreading the work of our legal publisher, Thomson Reuters Publishing.

WHO MAY APPLY: This opportunity is open to all qualified applicants.

WORK SCHEDULE: The contracted attorney will work an average of 10 hours per week. The attorney will set his or her own schedule for completing assignments in a timely manner, although some scheduling flexibility will be needed for occasional meetings and phone conferences on weekdays between 8:00 a.m. and 5:30 p.m.

LOCATION OF WORK: The Committee's lead staff person works for the Administrative Office of the Courts in Olympia. The contracted attorney is expected to complete his or her assignments from the attorney's own workspace, and to attend meetings, as necessary (primarily in the Seattle area.)

"TOOLS OF THE TRADE": As an independent contractor, the attorney will need to provide his or her own primary work location, computer, internet, and e-mail service, means of transportation, etc. The attorney's software will need to be compatible with that used at the Administrative Office of the Courts (Microsoft Word, Excel, and Adobe Acrobat). The attorney will be provided with free access to Westlaw for these assignments. The attorney will be reimbursed for documented costs of telephone calls, transportation, copying and mailing.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS

Minimum requirements: Law degree.

Desirable Qualifications:

- At least two years of experience as an attorney;
- Proofreading and editing skills;
- Member in good standing of the Washington State Bar;
- Strong research skills;
- Ability to write clearly and concisely,
- Ability to work well with judges and attorneys;
- Knowledge of jury trial procedures and experience with jury instructions;
- Experience staffing committees and/or working with volunteers;
- Good organizational skills;
- Tactful and professional demeanor;
- Flexible work schedule.

See next page for application procedure.

HOW TO APPLY: Submit the following items electronically, by the closing date and time listed above, to Lynne.Alfasso@courts.wa.gov. The subject line of the e-mail should state: **Statement of Interest for Part-Time Attorney Position.**

- A resume, with current and previous work experience in reverse chronological order.
- A cover letter explaining why you are interested in this work (two pages maximum).
- Names and contact information of three professional references.
- A self-edited legal writing sample (no more than five pages).

SELECTION PROCESS: Application materials will be evaluated and the most competitive candidates will be invited for interviews. Final selection is contingent on contract approval by the Supreme Court and successfully passing a criminal background check.

If you have questions regarding this opportunity, please contact Lynne Alfasso, the lead staff person for the WPI Committee, at Lynne.Alfasso@courts.wa.gov or (360) 357-2125.