

Supreme Court Commissioner's Office
Olympia, Washington

STAFF ATTORNEY

POSITION OVERVIEW

Analyzes petitions and motions seeking Washington Supreme Court review and prepares legal memoranda for the Justices' consideration that present the procedural and factual trial record, decisions of the lower courts, and arguments propounded by the parties and amicus curiae, and recommends disposition based on evaluation of the multifaceted considerations involved in selecting cases for review. Analyzes motions seeking action by the Supreme Court, such as appointment of counsel, review at public expense, or the exercise of its original jurisdiction, and recommends disposition.

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.

For more information of Duties and Responsibilities and Knowledge, Skills and Ability see the Job Description at www.courts.wa.gov/employ.

MINIMUM QUALIFICATIONS

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 of attorney experience working in an appellate court or equivalent experience.



SALARY AND BENEFITS

- \$51,504 to \$67,584 (Range 57)
- Medical/Dental, Life Insurance, and Long Term Disability Insurance programs
- Paid Vacation and Sick Leave
- State Retirement Plan

Salary expected to be at or near entry level.

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

APPLICATION INFORMATION

This position will close on **Friday, September 15, 2017, at 5:00 p.m.**

Applications should include the following:

- a letter of interest addressing the qualifications for the position,
- a comprehensive resume with three (3) professional references,
- two (2) legal writing samples representing your own work, and
- an Application for Employment
(located at the bottom of the [Washington Courts Employment Page](#))

Please submit to:

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

Or via email to Employment@courts.wa.gov (preferred)

No applications will be accepted by the Supreme Court Commissioner's Office. Please submit all applications as indicated above.

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.