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JOB #2019-49-CA5

STAFF ATTORNEY

COURT OF APPEALS, DIVISION II

Tacoma, Washington

Position Overview

Staff attorneys assist the court in resolving all types of motions and cases before the court and in handling court administrative matters as requested. They draft prehearing memoranda and opinions, rulings, and orders.

See Job Description for more in-depth information (www.courts.wa.gov/employ).

Duties and Responsibilities

Typical duties may include reviewing Personal Restraint Petitions and Anders cases; preparing oral argument cases; reviewing and assisting judges and commissioners in preparing rulings and orders; screening briefs and setting calendars; assisting with court administration; and other duties as assigned.

See Job Description for more in-depth information on typical work performed by the Staff Attorney (www.courts.wa.gov/employ).

Knowledge and Abilities

Knowledge of: Washington State law and the judicial system, including the rules governing court procedures and the appellate process; relevant citation and cite-checking sources; strong command of legal writing and research skills; and experience with word processing.

Ability to: Work independently and with others, usually under time pressures; interpret and apply court rules; understand complex legal issues; apply legal principles; exercise sound legal judgment; communicate effectively, orally and in writing; maintain confidentiality; and develop working knowledge of significant legal problems and trends. Finally, the job requires establishing and maintaining effective relationships with judges, commissioners, court personnel, the legal community, and others.

Salary

The salary range for this position is a Range 71: \$77,952 – \$104,892 per year DOQ.

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



Minimum Qualifications

Graduation from an accredited law school;

AND

Member in good standing in the Washington State Bar Association;

AND

Four years experience in public or private practice, an appellate court, or judicially related system. Appellate experience is highly desirable.

Qualified candidates will have well developed skills in the use of technology and automated systems, including the use of electronic documents. Familiarity with case management and document managements systems, office suite products, and electronic workflow processing systems is highly desirable.

Application Information

This position will close at 5:00 p.m. on **November 1, 2019**.

Applications should include all of the following:

- a letter of interest addressing the qualifications for the position,
- a comprehensive resume with 3-5 professional references,
- two legal writing samples representing your own work, and
- a Judicial Branch Application for Employment
(located at the bottom of the [Washington Courts Employment Page](#)).

Please submit to:

Administrative Office of the Courts

ATTN: Human Resources

PO Box 41170, Olympia, WA 98504-1170

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

The Court of Appeals 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 colleen.clark@courts.wa.gov.