

**Court of Appeals, Division II
Tacoma, Washington**

STAFF ATTORNEY

DUTIES AND RESPONSIBILITIES:

Staff Attorneys assist the court in resolving all types of motions and cases before the court and in handling court administrative matters as requested to include drafting prehearing memoranda, opinions, rulings, and orders.

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.

A complete description of the position, including salary information and application instructions, can be found at www.courts.wa.gov/employ

MINIMUM QUALIFICATIONS:

Graduation from an accredited law school **AND** a member in good standing in the Washington State Bar Association; **AND** four years' experience in public or private appellate practice, an appellate court, or judicially related system.

SALARY AND BENEFITS:

- \$66,684 to \$87,528 depending upon experience (Range 69)
Salary will begin at entry level. Exceptional or appellate court experience may result in a higher hiring salary.
- Medical/Dental, Life Insurance, and Long Term Disability Insurance programs
- Paid Vacation and Sick Leave
- State Retirement Plan

APPLICATION PROCEDURE:

Submit the following:

- cover letter
- résumé
- three professional references
- two writing samples (no more than 20 pages combined)
- completed judicial branch application (found at www.courts.wa.gov/employ)

by postal service, email, or fax to:

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

Email: Employment@courts.wa.gov

Fax: 360-586-4409

No applications will be accepted by the Court of Appeals.

CLOSING DATE: Application packets must be received by 5:00 p.m. on Friday, November 20, 2015.

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.