



**Washington State
Court of Appeals, Division III
Employment Opportunity**

STAFF ATTORNEY

Reference Job #2021-82 COA III

Our Mission: *To serve the People by providing an accessible forum for the independent and impartial review of cases, while maintaining an atmosphere that respects the dignity and safeguards the rights of all.*

Status: Regular, Full-Time
Location: Spokane, Washington
Salary: (Range 71) \$80,292 - \$105,384 per year (DOQ)
Opens: November 3, 2021
Closes: November 24, 2021
Projected Start Date: January 3, 2022

All Court of Appeals employees must be fully vaccinated against the COVID-19 virus. Please note that any offer of employment is contingent upon the candidate providing verification of their vaccine status, having an approved medical accommodation, or having an approved religious accommodation. No start date will be approved until the candidate has verified their vaccine status or an approved accommodation.

POSITION DESCRIPTION

This position assists 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. 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. This position reports to the Acting Chief Judge.

JOB DUTIES

(Note: The following is a listing of **typical** duties; the actual duties of a position may not include all those listed or may include other work of a similar nature.)

- Personal Restraint Petitions – Initially reviews personal restraint petitions to determine whether petition is procedurally barred or response is required; reviews petition, responses, and record; requests supplemental responses and record where appropriate; recommends appropriate disposition of motions; researches issues; consults with Chief Judge or Acting Chief Judge; and prepares appropriate orders and/or opinion.

- Anders Cases – Reviews Anders brief and response; reviews entire record provided by counsel; requests supplemental record where appropriate; researches issues raised by counsel and non-frivolous issues not raised by counsel; consults with judges where appropriate; and prepares memorandum and per curium opinion or order; with clerk’s office maintains list of pending and ready Anders cases.
- Non-oral Argument Cases – Reviews briefs and record; researches issues; consults with judges where appropriate; prepares prehearing memorandum or draft opinion; with secretarial assistance, finalizes opinion or order; addresses motions for reconsideration as requested by judges.
- Oral Argument Cases – Prepares prehearing memorandum and draft opinion in cases that present multiple issues and/or lengthy records; responsibilities include those for non-oral argument cases; and provides editorial comments on opinions in circulation.
- Motions on the Merits and other motions – Reviews and assists judges and commissioners in preparing rulings and orders on various motions, including motions on the merits, motions for discretionary review, motions for accelerated review of juvenile and adult sentences, emergency motions and motions to modify.
- Screening and Calendar Setting – Screens all briefs filed, identifying key issues and tentatively designating appropriate calendar for disposition; monitors recurrent pending issues; consults with judges, commissioners and clerk’s office where appropriate; determines whether to recommend a stay or possible certification; recommends weight to be allocated to certain oral argument cases; prepares orders setting motions to dismiss or to determine mootness where appropriate; with clerk’s office sets the oral argument calendar; and maintains informal statistics of allocation of cases across calendars.
- Court Administration – Assists with training of law clerks and other court personnel; participates in court CLE presentations; serves on division and court-wide committees; assists in developing court programs such as the pro bono program; regularly reviews Supreme Court opinions and disseminates excerpts/summaries to commissioner’s office; and prepares case summaries for the court’s web page.
- Other – Assists the judges, court commissioners and clerk’s office as requested; duties may include assisting on oral argument cases, assisting pro tem judges, monitoring emergency motions in the commissioners’ absence, and assisting in developing and maintaining technological support.

KNOWLEDGE, ABILITIES AND DESIRED QUALIFICATIONS

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.

REQUIRED QUALIFICATIONS AND CREDENTIALS

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 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.

HOW TO APPLY / APPLICATION REQUIREMENTS

Interested applicants who meet the qualifications and competencies in this announcement are encouraged to apply for this opportunity.

The following items are **REQUIRED** for your application to be considered complete. Note: ALL sections of the Application must be completed, and relevant experience must be on the application.

1. **Cover Letter** (no more than two pages)
2. **Judicial Branch/AOC Application for Employment**
3. **Chronological resume summarizing work experience.**
4. **Two (2) legal writing samples** representing your own work, and
5. **Three letters of recommendation.** The person writing the letter of recommendation may mail it directly to the attention of the Administrator/Clerk.

The Judicial Branch/AOC Application for Employment can be found at <https://www.courts.wa.gov/employ/Application.pdf> or in the middle of the middle of the Current Employment Opportunities web page. **Late applications will not be accepted after the deadline expressed.**

Please email all application materials to Tristen.Worthen@courts.wa.gov in a PDF format. You may also mail your materials to:

**Washington State Court of Appeals, Division III
Attn: Tristen Worthen, Court Administrator/Clerk
500 North Cedar Street
Spokane, WA 99201-1905**

Potential applicants may contact Tristen Worthen with any questions regarding the position at Tristen.Worthen@courts.wa.gov

IMPORTANT INFORMATION

This position is “at will” and not covered under the Fair Labor Standards Act (FLSA). In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required eligibility form upon hire.

Special Note: Prior to a new hire, a background check including criminal history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant’s suitability and competence to perform in the job.

See <https://www.courts.wa.gov> for more information about Washington Courts, Compensation and Benefits. The Court reserves the right to modify the conditions of this announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice.

Washington State employees may be eligible for the following:

- Medical/Dental/Vision for employee & Dependent(s)
- Public Employees Retirement System (PERS)
- Vacation, Sick and other Leave
- 11 Paid Holidays per year
- Public Service Loan Forgiveness
- Long-Term Disability & Life Insurance
- Deferred Compensation Programs
- Dependent Care Assistance Program
- Flexible Spending Arrangement (FSA)
- Employee Assistance Program
- Combined Fund Drive (Charity Giving)
- SmartHealth (Employee Healthy Living Program)
- [Click here for more information.](#)

SPOKANE COUNTY AREA

Spokane is the second largest city in Washington and an important center of economic and cultural activity. It is known as the birthplace of Father's Day, and has the official nickname of the "Lilac City". It is home to the Northwest Museum of Arts and Culture (MAC), which offers exhibits on the region’s history through art, culture, and Native American heritage. In the heart of downtown is Riverfront Park, the site of the 1974 World’s Fair including a cable car ride over the Spokane River Falls. In addition, the Centennial Trail runs through the downtown area which provides scenic views along the Spokane River for walking and bicycling. The trail is 37 miles long and extends from the Idaho state line border up to Nine Mile Falls further north. Numerous opportunities are available for entertainment, higher education, and international cuisine. Spokane offers regional hospital and medical health care and is easily accessible given the international airport services. The area weather includes four distinct seasons of winter, spring, summer, and fall. There are many close by options for outdoor recreation throughout the year. Other city offerings include the Performing Arts Center for concerts and Broadway shows, Convention Center, Sports Arena, and the Fox Theatre which is home to the Spokane Symphony.