

State of Washington
Attorney General's Office
invites applications for the position of:
**Assistant Attorney General - Criminal
Justice Division (Criminal Litigation)**

careers.wa.gov
Working for Washington State

SALARY: Depends on Qualifications

OPENING DATE: 12/22/20

CLOSING DATE: 01/10/21 11:59 PM

DESCRIPTION:

Persons requiring reasonable accommodation in the application process or requiring information in an alternative format may contact Kalea Muigai at 360-586-7698. Those with a hearing impairment in need of accommodation are encouraged to contact the Washington Relay Service at 1-800-676-3777 or www.washingtonrelay.com.



All employees and volunteers of the Washington State Attorney General's Office serve a crucial role in the protection of the state, its people and resources, thereby providing an incomparable degree of job satisfaction. The AGO is composed of diverse, collegial and supremely talented legal professionals who are resolute in their commitment to public service and share the common goal of advancing the public interest. For more information about the AGO, we encourage you to review the Office's Annual Report which can be found [HERE](#) and view [THIS VIDEO](#).

DUTIES:

The [Bob Keppel Criminal Justice Division](#) of the Washington State Attorney General's Office seeks an attorney with at least five years of prosecution experience to work in its Criminal Litigation Unit (CLU). This position is located in downtown Seattle, but frequent travel throughout the state to prosecute cases is required.

The CLU receives criminal referrals from all of Washington's 39 county prosecuting attorneys or the governor. The CLU generally receives criminal cases when the county has a conflict of

interest, a case will stretch the resources of a county with limited resources, or the governor deems investigation and prosecution by the Attorney General appropriate in a particular circumstance.

The Unit also receives referrals from several state agencies, including the Department of Revenue and the Department of Labor and Industries, to prosecute major economic crimes. Referrals from state agencies may be completed criminal investigations or they may require that further investigation be completed by CLU investigators working in conjunction with CLU attorneys.

The successful candidate for this position will be proficient in prosecuting all types of criminal cases, from the investigative phase through and including trial and appeal. The selected candidate will handle a wide variety of mostly felony cases to include violent crimes, public corruption crimes, sex crimes, domestic violence crimes and financial crimes committed against Washington State agencies and individual citizens.

The work of the CLU is demanding but rewarding. The selected candidate will join a staff of dedicated, experienced prosecutors, investigators and professional staff who are committed to justice for victims of crime.

QUALIFICATIONS:

Qualifications for this position include:

- **Five or more years of criminal law trial practice;**
- **Exceptional legal research, writing and oral advocacy skills;**
- **Strong interpersonal skills that promote a collegial, inclusive and respectful workplace;**
- **Demonstrated good judgment when exercising discretion in criminal cases;**
- **The ability to work independently, with co-counsel, with professional staff, with court staff and with other members of the litigation team in a variety of settings; and**
- **Commitment to public service and justice for victims of crime around the state.**

The selected candidate should be proficient in:

- **Handling all phases of a criminal prosecution from the investigative phase through trial;**
- **Negotiating plea agreements under Washington's sentencing guidelines;**
- **Composing correspondence, pleadings and other written communications to courts, opposing counsel, prosecutors, law enforcement and others; and**
- **Defending convictions on appeal and representing the State in appellate matters before the Court of Appeals and Washington Supreme Court.**

Applicants must have graduated from a law school accredited by the ABA or completed the WSBA's Rule 6 Law Clerk Program and be licensed to practice law in Washington state. The AGO seeks applicants who are committed to public service as demonstrated by an applicant's background, talents, attitude, and enthusiasm for public law practice. The AGO greatly encourages, celebrates and values diversity, appreciating that a workforce composed of those from different backgrounds and experiences creates an inclusive environment, strengthens positive relationships with the local community and brings new perspectives and approaches to fulfill its mission of providing excellent, independent and ethical legal services to the State of Washington and protect the rights of its people.

NOTE! The applicants selected will be required to submit to and pass a fingerprint-based criminal background check conducted by the Washington State Patrol, Criminal Records Division. The incumbent will submit to additional background checks as a condition of employment every five (5) years thereafter.

SUPPLEMENTAL INFORMATION:

This Assistant Attorney General position is represented by the Association of Washington Assistant Attorneys General (AWAAG) / Washington Federation of State Employees (WFSE) AFSCME Council 28, AFL-CIO. AAG salaries start at \$69,396. Ultimately, AAG salaries are set in accordance with the [AWAAG CBA](#). The position's location is King County and thus the person hired would be eligible for 5% King County Assignment pay per legislative action. A competitive state benefits package is also offered which includes a choice of medical/dental insurance plans, retirement, life and basic long-term disability insurance. In addition, there are non-financial benefits that include working in a collaborative and supportive work environment where professional development and work-life balance are highly valued.

Interested applicants must apply by hitting the "apply" button above. In addition to the on-line application, one must upload, via the system:

- A letter of interest;
- Resume;
- Law school transcript (unofficial copy is acceptable); and
- Writing sample.

If you have questions about this position and/or want to learn more about it before applying, please contact Criminal Litigation Unit Section Chief Melanie Tratnik at 206-389-2005 or Division Chief John Hillman at (206) 389-2026 The deadline to apply is January 10, 2021.

Honoring diversity, equity and inclusion means that as an agency, and as individuals, we are committed to ensuring that all employees and volunteers enjoy a respectful, safe and supportive working environment. Only by fostering the inclusion of people from all backgrounds, cultures and attributes, can AGO employees and volunteers achieve their fullest potential and best advance the goals and mission of the AGO.

The AGO is an equal opportunity employer and does not discriminate on the basis of race, creed, color, national origin, sex, marital status, sexual orientation/gender identity, age, disability, honorably discharged veteran or military status, retaliation or the use of a trained dog guide or service animal by a person with a disability. Persons requiring reasonable accommodation in the application process or requiring information in an alternative format may contact Kalea Muigai at 360-586-7698. Those with a hearing impairment in need of accommodation are encouraged to contact the Washington Relay Service at 1-800-676-3777 or www.washingtonrelay.com.

**Assistant Attorney General - Criminal Justice Division (Criminal Litigation)
Supplemental Questionnaire**

- * 1. Have you ever worked or volunteered for the Washington State Attorney General's Office? If yes, indicate dates and positions in which you served. If "NO", you will need to indicate "NO" or "N/A" in order to proceed with your application.

- * 2. List all activities or community involvement, past or present, that demonstrate a commitment to public service.

- * 3. Are you a current member of the Washington State Bar Association?
 Yes No

- 4. What is your Washington State Bar Association number?

- 5. It is important to note that to serve as an Assistant Attorney General, one must be a licensed attorney with the WSBA. If seeking admission to the WSBA via reciprocity, score transfer, motion or other means, please explain IN DETAIL when you applied for admission, current status of the application and expected date of admission?

- * 6. Have you ever been subject to discipline or censure by a Bar Association or other licensing organization? If "YES" provide a full explanation for each disciplinary action. If the answer is "NO" you must indicate this by typing "NO" in order to proceed with your application.

- * 7. Is there any Bar disciplinary proceeding pending against you? If "YES", provide a full explanation. If the answer is "NO", you must indicate this by typing "NO" in order to proceed with your application.

- * 8. Have you ever been held in contempt or sanctioned by any state or federal court or administrative agency? If "Yes", provide a full explanation for each action. If the answer is "No" you must indicate this by typing "No" in order to proceed with your application.

- * 9. Have you ever been fired, asked to resign, or resigned in lieu of termination from any position? If "YES", you must provide a full explanation for each termination. If the answer is "NO", you must indicate this by typing "NO" in order to proceed with your application.

- * 10. Have you participated, whether as an attorney, paralegal, legal assistant, or in any other capacity, in the representation of any party in a matter where the party's interest was materially adverse to that of the State, its agencies, or its officers or employees? If "YES", please identify all such matters, including the parties to the matter, the court and cause number of the matter, and your role in the matter. If "NO", you must indicate this by typing "NO" in order to proceed with your application. If you require additional space, please attach additional sheets and indicate your attachment here.

- * 11.

Have you participated as a judge, arbitrator, mediator, adjudicative officer, or as a law clerk to such a person, in a matter in which the State or any of its agencies, officers, or employees were a party? If YES, please identify all such matters, including the parties to the matter, the court and cause number of the matter, and your role in the matter. If "NO", you must indicate this by typing "NO" in order to proceed with your application. If you require additional space, please attach additional sheets and indicate your attachment here.

- * 12. Is there any other matter, person, entity, or personal interest that might present a conflict of interest or otherwise limit your ability to perform work for the Attorney General's Office or represent a state agency, officer, or employee? If YES, please identify such matters, persons, entities, or personal interests with sufficient detail to allow the Attorney General's Office to understand the nature of the potential conflict of interest. You are not required to disclose any pending or contemplated complaint or dispute for which the law allows you to remain anonymous; however, you are responsible for not accepting assignments that would violate conflict of interest or confidentiality provisions of the Rules of Professional Conduct or other laws with regard to such matters. If "NO", you must indicate this by typing "NO" in order to proceed with your application. If you require additional space, please attach additional sheets and indicate your attachment here.

- * 13. Please be advised that the AGO thoroughly checks references, including one's current employer. HOWEVER, it is very important to note that references are ONLY checked after at least one interview. Any concerns about checking references can be discussed during any interview. For the sake of efficiency, we ask that you proactively provide a release by responding affirmatively to the following statement. I authorize the Washington State Attorney General's Office (AGO) to contact any or all of my former or present employers, or organizations for which services have been provided, for the purposes of verification and reference. This may include information of a confidential nature, to include but is not limited to reviewing my personnel file, contacting any references, and/or contacting anyone else who might be familiar with my past job performance. I knowingly and voluntarily release the state of Washington, the AGO, its individual employees, and all my former or present employers, and their individual employees, from any and all known and unknown claims for damages or other relief arising out of the AGO's request for and receipt of employment information, unless my current or former employer is prohibited by state or federal law from disclosing the information that the AGO requests. PLEASE TYPE YOUR FULL NAME IN RESPONSE TO THIS SUPPLEMENTAL QUESTION TO PROVIDE SUCH AUTHORIZATION.

- * 14. By clicking "YES" I acknowledge and consent to the fact that a background check consisting of employment history, professional references and educational verification (e.g., degree, license, or official transcript) may be conducted. I also acknowledge and consent to a fingerprint-based criminal background check conducted by the Washington State Patrol, Criminal Records Division, and acknowledge that said background check will be a condition of employment for this position every five (5) years thereafter.
 Yes No

- * 15. Have you uploaded all of the required material (i.e., letter of interest, resume, law school transcript and writing sample) with this application?
 Yes No

* Required Question