



State of Washington

Paralegal 2, Torts Division, WA State Office of the Attorney General

SALARY	\$58,104.00 - \$78,120.00 Annually	LOCATION	King County - Seattle - Downtown Business, WA
JOB TYPE	Full Time - Permanent	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	2023-13342	DEPARTMENT	Attorney General's Office
DIVISION	Torts - Seattle	OPENING DATE	10/13/2023
CLOSING DATE	10/29/2023 11:59 PM Pacific		

Description

Persons requiring reasonable accommodation in the application process or requiring information in an alternative format may contact the recruitment team at HREmployment@atg.wa.gov. 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.



Position and Salary Information

The Attorney General's Office is recruiting for a permanent full time Paralegal 2 in the Torts Division. This position is located in Seattle, Washington, and is represented by the Washington Federation of State Employees (WFSE).

Paralegal 2 (Range 55) salary range: \$58,104 - \$78,120

The base pay offered will take into account internal equity and may vary depending on the preferred candidate's job-related knowledge, skills, and experience.

The following stipends may apply based on position requirements:

- Incumbents assigned to our Seattle office location receive an additional 5% King County Location Pay stipend.
- Incumbents assigned to a position designated as requiring dual language skills will receive a 5% Dual Language Requirement Pay stipend

Excellent benefits

Washington State offers one of the most competitive [benefits packages](#) in the nation, including Medical/Dental/Vision for employees & dependent(s); Vacation, Sick, and Other Leave; 11 Paid Holidays per year; Public Employees Retirement System (PERS) plans; and Life Insurance. Beyond these traditional benefits, we offer Dependent Care Assistance, Flexible Spending Accounts, Public Service Loan Forgiveness, Tuition Waiver, Deferred Compensation, Employee Recognition Leave, and more.

With the goal of employee health and wellness, we also offer flexible schedules and telework options for most positions, a Wellness Program, the Employee Assistance Program, and numerous affinity groups to foster community and connection.

WASHINGTON STATE OFFICE OF THE ATTORNEY GENERAL

Join an agency whose work impacts the lives of every resident of Washington State.

The Attorney General's Office (AGO) touches the lives of every resident in this state. We serve more than 230 state agencies, boards, commissions, colleges and universities, as well as the Legislature and the Governor. The Office is comprised of nearly 700 attorneys and 800 professional staff, all working together to deliver the highest quality professional legal services to Washington state officials, agencies, and entities. This includes:

- Economic justice and consumer protections (safeguarding consumers, protecting youth, seniors, and other vulnerable populations)
- Social justice and civil rights (addressing discrimination, environmental protection, and veteran and military resources)
- Criminal justice and public safety (investigative and prosecutorial support, financial crimes)
- And [much more!](#)

Our agency also has national reach, representing the State of Washington before the Supreme Court, the Court of Appeals and trial courts in all cases that involve the state's interest. If you want to make a difference, we may be the perfect fit for you! Learn more about the AGO [here](#).

Commitment to Diversity

Diversity is critical to the success of the mission of the AGO. This means recognizing, respecting, and appreciating all cultures and backgrounds-- and fostering the inclusion of differences between people. Appreciating, valuing and implementing principles of diversity permits AGO employees to achieve their fullest potential in an inclusive, respectful environment.

One recent measure of the AGO's commitment to diversity can be found in its nomination for **Rainbow Alliance and Inclusion Network's** "Outstanding Agency Award" in 2019. Our commitment to employee wellness is reflected in earning the 2021 Zo8 Washington Wellness Award.

Division Information:

The Attorney General's Office is recruiting for a permanent full time Paralegal 2 in the Torts Division. This position is located in Seattle.

The Torts Division defends tort claims and lawsuits against all state agencies, officers and employees. The majority of cases are based on actions brought under theories of liability for state actions such as highway design, release of inmates, injuries on state property, medical malpractice, employment, childcare and custody, auto accidents, maritime injuries, false

arrests and unreasonable force. With such a diverse practice, our paralegals are continuously engaged in challenging and interesting work. Opportunities to learn and achieve professional growth through experience, mentorship and training are encouraged and supported.

The Torts Division strives to consistently exemplify AGO core values, i.e., to deliver high quality legal services; conduct ourselves with integrity, professionalism, civility, and transparency; and promote a collegial and diverse workplace that values, respects, and supports our employees.

Duties

What does a Paralegal 2 do?

This position provides advanced paralegal assistance to Assistant Attorneys General in defending lawsuits against the State of Washington its agencies and employees. The paralegal works as part of a trial team consisting of attorneys, paralegals, investigators, and legal office assistants.

Some of the duties include:

- Independently initiate and compose formal discovery requests directed to plaintiff(s) and other parties.
- Review and prepare responses to formal discovery requests, including interrogatories, requests for production, and requests for admission, as well as CR 30(b)(6) deponents.
- Identify, locate, collect, organize, analyze, assess and manage documentary, statistical, computer and demonstrative evidence, including records and other information obtained from public and private sources, state and federal agencies, mental health and health care providers, law enforcement agencies, prosecutors, financial institutions, courts, military agencies, and other sources, for use in civil litigation.
- Analyze facts of cases; identify legal issues; develop rapport with, secure cooperation from, and interview potential witnesses, either in person or on the telephone to obtain information relating to the facts and defense of cases.
- Independently compose affidavits and/or declarations as attachments to motions and briefs.
- Design and utilize computer databases for document management, document tracking, and case analysis.
- Utilize various computer software programs to design and develop timelines, charts, graphs, and other demonstrative evidence. Design, develop, and implement computerized presentations to be utilized in the presentation of evidence at mediation and/or trial.
- Locate, interview and recommend professional experts for the purposes of consultation, discovery and trial testimony. Identify, compile, track and provide evidence (testimonial and foundational) to experts, maintain contact with experts on a regular basis, discuss findings, and advise attorney of expert opinion.
- Maintain contact with witnesses and clients, keeping them informed of progress of case at each phase, i.e., discovery, trial and appeal.
- Prepare for and participate at mediation and trial.

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This recruitment announcement may be used to fill multiple open positions for the same classification, in addition to the position(s) listed in this announcement.

Qualifications

DESIRED QUALIFICATIONS:

Research suggests that women and people of color are less likely to apply unless they are confident they meet 100% of the listed qualifications. We strongly encourage all interested individuals to apply, and allow us to evaluate your combination of knowledge, skills, and abilities demonstrated using an intentional equity lens.

Combination of four years of experience through paralegal certification, two-year paralegal degree, and/or paraprofessional

experience in support of an attorney.

OR

Three years' experience as a Paralegal 1 in Washington State Service.

You may have gained applicable paraprofessional experience through previous Paralegal or Legal Assistant work.

Supplemental Information

APPLICATION INSTRUCTIONS:

In addition to completing the online application, applicants must attach the following documents to their profile in order to be considered for this position:

- A letter of interest, describing your specific qualifications for the position;
- A current resume detailing experience and education.

READ THE FOLLOWING INFORMATION COMPLETELY:

- You may not reapply to this posting for 60 days.
- The initial screening of applications will be solely based on the contents and completeness of the "work experience" and "education" sections of your application in www.careers.wa.gov.
- **A resume will not substitute for completing the "work experience" section of the application.**
- Please be sure to remove private information such as your Social Security number, date of birth, etc.
- All information may be verified and documentation may be required.

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.

If you are having technical difficulties creating, accessing or completing your application, please call NEOGOV toll-free at (855) 524-5627 or support@neogov.com.

For assistance with the application process, please contact [Judith Vandergeest](#) or (360) 586-7691.

Benefits

More than Just a Paycheck!

Employee benefits are not just about the kind of services you get, they are also about how much you may have to pay out of pocket. Washington State offers one of the most competitive benefits packages in the nation.

We understand that your life revolves around more than just your career. Like everyone, your first priority is ensuring that you and your family will maintain health and financial security. That's why choice is a key component of our benefits package. We have a selection of health and retirement plans, paid leave, staff training and other compensation benefits that you can mix and match to meet your current and future needs.

Read about our benefits:

The following information describes typical benefits available for full-time employees who are expected to work more than six months. Actual benefits may vary by appointment type or be prorated for other than full-time work (e.g. part-time); view the job posting for benefits details for job types other than full-time.

Note: *If the position offers benefits which differ from the following, the job posting should include the specific benefits.*

Insurance Benefits

Employees and their families are covered by medical (including vision), dental and basic life insurance. There are multiple medical plans with affordable monthly premiums that offer coverage throughout the state.

Staff are eligible to enroll each year in a medical flexible spending account which enables them to use tax-deferred dollars toward their health care expenses. Employees are also covered by basic life and long-term disability insurance, with the option to purchase additional coverage amounts.

To view premium rates, coverage choice in your area and how to enroll, please visit the [Public Employees Benefits Board \(PEBB\) website](#). The [Washington Wellness](#) program from the Health Care Authority works with PEBB to support our workplace [wellness programs](#).

[Dependent care assistance](#) allows the employee to save pre-tax dollars for a child or elder care expenses.

Other insurance coverage for auto, boat, home, and renter insurance is available through payroll deduction.

The [Washington State Employee Assistance Program](#) promotes the health and well-being of employees.

Retirement and Deferred Compensation

State Employees are members of the Washington Public Employees' Retirement System (PERS). New employees have the option of two employer contributed retirement programs. For additional information, check out the [Department of Retirement Systems'](#) web site.

Employees also have the ability to participate in the [Deferred Compensation Program \(DCP\)](#). This is a supplemental retirement savings program (similar to an IRA) that allows you control over the amount of pre-tax salary dollars you defer as well as the flexibility to choose between multiple investment options.

Social Security

All state employees are covered by the federal [Social Security](#) and Medicare systems. The state and the employee pay an equal amount into the system.

Public Service Loan Forgiveness

If you are employed by a government or not-for-profit organization, and meet the qualifying criteria, you may be eligible to receive student loan forgiveness under the [Public Service Loan Forgiveness Program](#).

Holidays

Full-time and part-time employees are entitled to paid holidays and one paid personal holiday per calendar year.

Note: Employees who are members of certain Unions may be entitled to additional personal leave day(s), please refer to position specific [Collective Bargaining Agreements](#) for more information.

Full-time employees who work full monthly schedules qualify for holiday compensation if they are employed before the holiday and are in pay status for at least 80 nonovertime hours during the month of the holiday; or for the entire work shift preceding the holiday.

Part-time employees who are in pay status during the month of the holiday qualify for the holiday on a pro-rata basis. Compensation for holidays (including personal holiday) will be proportionate to the number of hours in pay status in the month to that required for full-time employment, excluding all holiday hours. Pay status includes hours worked and time on paid leave.

Sick Leave

Full-time employees earn eight hours of sick leave per month. Overtime eligible employees who are in pay status for less than 80 hours per month, earn a monthly proportionate to the number of hours in pay status, in the month to that required for full-time employment. Overtime exempt employees who are in pay status for less than 80 hours per month do not earn a monthly accrual of sick leave.

Sick leave accruals for part-time employees will be proportionate to the number of hours in pay status, in the month to that required for full-time employment. Pay status includes hours worked, time on paid leave and paid holiday.

Vacation (Annual Leave)

Full-time employees accrue vacation leave at the rates specified in [WAC 357-31-165](#)(1) or the applicable collective bargaining agreement (CBA). Full-time employees who are in pay status for less than 80 nonovertime hours in a month do not earn a monthly accrual of vacation leave.

Part-time employees accrue vacation leave hours in accordance with [WAC 357-31-165](#)(1) or the applicable collective bargaining agreement (CBA) on a pro rata basis. Vacation leave accrual will be proportionate to the number of hours in pay status, in the month to that required for full-time employment.

Pay status includes hours worked, time on paid leave and paid holiday.

As provided in [WAC 357-58-175](#), an employer may authorize a lump-sum accrual of vacation leave or accelerate the vacation leave accrual rate to support the recruitment and/or retention of a candidate or employee for a Washington Management Service position. Vacation leave accrual rates may only be accelerated using the rates established WAC 357-31-165.

Note: Most agencies follow the civil service rules covering leave and holidays for **exempt** employees even though there is no requirement for them to do so. However, agencies are required to adhere to the applicable RCWs pertaining holidays and leave.

Military Leave

Washington State supports members of the armed forces with 21 days paid military leave per year.

Bereavement Leave

Most employees whose family member or household member dies, are entitled to three (3) days of paid bereavement leave. In addition, the employer may approve other available leave types for the purpose of bereavement leave.

Additional Leave

[Leave Sharing](#)

[Parental Leave](#)

[Family and Medical Leave Act \(FMLA\)](#)

[Leave Without Pay](#)

Please visit the [State HR Website](#) for more detailed information regarding benefits.

Updated 12-31-2022

Agency

State of Washington

Address

[View Job Posting for Agency Information](#)

[View Job Posting for Location, Washington, 98504](#)

Phone

[View Posting for Agency Contact](#)

Website

<http://www.careers.wa.gov>

Paralegal 2, Torts Division, WA State Office of the Attorney General Supplemental Questionnaire

QUESTION 1

(1000all) Your preferred name:

QUESTION 2

(1000all) Your pronoun(s):

***QUESTION 3**

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, please enter N/A. If you require additional space, please attach additional sheets and indicate your attachment here.

***QUESTION 4**

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, please enter N/A. If you require additional space, please attach additional sheets and indicate your attachment here.

***QUESTION 5**

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, please enter N/A. If you require additional space, please attach additional sheets and indicate your attachment here.

QUESTION 6

Where did you hear about our job opening?

* Required Question