



State of Washington Paralegal Intern, Positions in Multiple Locations, Attorney General's Office

SALARY	\$20.58 - \$24.23 Hourly	LOCATION	Multiple Locations Statewide, WA
JOB TYPE	Internship	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	2025-03844	DEPARTMENT	Attorney General's Office
DIVISION	Human Resources	OPENING DATE	06/10/2025
CLOSING DATE	6/16/2025 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.



The Attorney General's Office is pleased to invite qualified paralegal students to apply for Summer 2025 paid internships.

Why you should apply

Paralegal students interested in interning at the AGO are encouraged to submit their application! Serving as a paralegal intern for the AGO not only provides the opportunity to earn valuable academic credit, it offers the following, equally important benefits:

- Exceptional legal experience working in a professional law office
- Demonstration of one's interest in and commitment to public service
- Engagement with experienced, professional colleagues and legal mentors
- Expansive breadth and diversity of work
- Opportunity to attend a wide array of effective, interesting legal trainings and events
- Work that makes a tangible and positive difference to the people of Washington

Details about working for the Attorney General's Office

The AGO is committed to the benefits of a healthy life-work balance and offers a respectful, inclusive and diverse workplace where you will experience belonging and be part of a supportive and collegial team. Candidates selected for our internship opportunities will join a team in which every person is committed to providing exceptional legal services and where individual professional development is encouraged and supported. The exceptional benefits of joining the AGO as a paralegal intern include:

- Competitive salary – Paralegal Interns will be placed in Range 36E. The base pay offered may vary depending on the candidate's educational program progress, job-related knowledge, skills, and experience.
- Interns assigned to our Seattle office location receive an additional 5% King County Location Pay
- Vacation Leave, Sick Leave, Military and Civil Leave and Paid Holidays
- Health and wellness program
- Access to attend training and career development program that is recognized for its excellence and efficacy by AGOs nationwide
- Due to the limited duration of these positions (less than six months), interns are not eligible for medical and dental benefits.

Effective July 1, 2025, a general wage increase will be applied to this position and the salary will be set in Range 36E (Steps E-L): \$20.58-24.23/ Hourly,

This internship is for a specific period of time with an understanding that there is no guarantee of employment at the end of the program (Temporary, Limited Duration).

Duties

Although each paralegal intern's experience is unique, the following are examples of duties typical to an AGO Paralegal Intern:

- Receive instruction and demonstrate basic understanding of division legal processes and procedures
- Prepare and/or review on behalf of others basic pleadings, correspondence and legal documents
- Review and mark redactions in discovery
- Review court systems and case dockets to ensure attorneys have received all documents filed
- Assist in preparation of trial notebooks and exhibit binders for motions, discovery, hearings and trial
- Research and report on relevant court rules and procedures applicable to court cases and administrative matters
- Observe trial, court hearings, administrative proceedings and depositions (virtual or in-person)

A few positions within the AGO have exposure to information that requires staff be screened and pass a fingerprint-based background check. A paralegal intern candidate could be placed into one of the affected positions and thus this provides notice that you may be subject to a fingerprint background check and be subject to additional background checks as a condition of employment.

Work Schedule

Anticipated start date is July 16, 2025. Our standard office hours are Monday – Friday, 8:00 a.m. to 5:00 p.m. Students may work between 8 and 20 hours per week within those office hours during their internship term to complete the minimum number of hours required to receive academic credit.

Qualifications

Students currently enrolled in a paralegal program (either a 2-year AAS degree in Paralegal Studies OR a Paralegal Certificate Program after obtaining a BA degree) will be considered for an internship opportunity.

In addition, the AGO seeks internship applicants who are:

- Eager to learn and are willing to accept feedback
- Motivated and enthusiastic about legal work and the AGO
- Positive contributors to a professional work environment
- Strong verbal and written communicators
- Able to maintain confidentiality and discretion regarding sensitive information
- Legally authorized to work in the United States

How do I apply?

To be considered for our Summer Paralegal Internship Program, apply using the green button above and submit a profile. In addition to fully completing a profile and responding to all supplemental questions you **must** attach:

- A letter of interest
- Current resume detailing education and work history

Incomplete applications will not be accepted or considered.

Read the following information completely:

- 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 and date of birth.
- All information may be verified and documentation may be required.
- The Washington State Office of the Attorney General does not use the E-Verify system; therefore, we are not eligible to extend STEM Optional Practical Training (OPT). For more information, please visit www.uscis.gov

Selection Process

Materials will be reviewed for qualifications and the most competitive candidates may be invited to participate in a panel interview process. Interviews will be conducted virtually and scheduled between June 23-25, 2025.

Commitment to Diversity

Diversity is critical to the success of the mission of the AGO and we are committed to building an anti-racist and equitable agency. It is our goal to identify, discuss, and challenge racial inequity in the workplace and the impact it has on our employees, and, within our authority, combat racism that impacts the people of the State of Washington. 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 a professional, inclusive, respectful environment.

Our commitment to employee wellness is reflected in earning the 2024 **"Zo8 Washington Wellness Award"**.

Equal Employment Opportunity and Accommodations Requests

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 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.

For questions regarding this recruitment or assistance with the application process, please contact HREmployment@ATG.WA.GOV. 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.

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

Employer

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 Intern, Positions in Multiple Locations, Attorney General's Office Supplemental Questionnaire

QUESTION 1

(1000all) Your preferred name:

QUESTION 2

(1000all) Your pronoun(s):

*QUESTION 3

1000all Are you legally authorized to work in the United States?

☐ Yes

☐ No

*QUESTION 4

1000all Will you now or in the future require sponsorship for employment visa status?

☐ Yes

☐ No

*QUESTION 5

1000LC1 - The Washington State Attorney General's Office has offices throughout Washington. The AGO will place those who receive an offer for an intern position consistent with one's geographic preferences. To that end, please indicate ALL offices in which you would accept placement. Please keep in mind that not all divisions are represented in all locations. Please visit www.atg.wa.gov for additional information about locations and divisions.

- ☐ Olympia (O)
- ☐ Seattle (Se)
- ☐ Tacoma (T)
- ☐ Spokane (Sp)
- ☐ Bellingham (B)
- ☐ Everett (E)
- ☐ Kennewick (K)
- ☐ Port Angeles (Po)
- ☐ Vancouver (V)
- ☐ Wenatchee (W)
- ☐ Yakima (Y)

*QUESTION 6

Please use this space to describe your availability to work during the period of your internship. Please indicate which days and times are preferred (within the hours identified in the job announcement).

*QUESTION 7

1000AAG1 - 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.

*QUESTION 8

1000allclassified. Some internship positions in the AGO are required to undergo a fingerprint background check. Would you like to be considered for these positions? By clicking yes, I acknowledge that if I am the preferred candidate for this position, I will be required to submit to and pass a fingerprint-based criminal background check conducted by the Washington State Patrol (WSP), Criminal Records Division, as a condition of employment and every five (5) years thereafter. Incumbent may also be required to submit to and pass a criminal background check at any time during the period of employment if, in the scope of their employment and assigned duties, they are identified as a witness by an Assistant Attorney General prosecuting a criminal case.

- ☐ Yes
- ☐ No

*QUESTION 9

1000allClassified: 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 10**

1000allClassified: 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 11**

How did you hear about this opportunity?]

* Required Question