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Subject: Re: Internship Opportunities at the Seattle Attorney General's Office
Date: April 26, 2022 at 11:49:10 AM PDT
To: "blamb@highline.edu" <blamb@highline.edu>

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Greetings from the Seattle Social & Health Services (SHS) Division of the Washington State Attorney General's Office.

We hope you will consider us for an internship opportunity for class credit. The Attorney General's Office (AGO) has a long history of internships for students of local Legal Assistant and Paralegal programs, with many internships leading to full time employment when position become available. Of SHS Division's 28 professional staff positions, 11 have completed training at local Legal Assistant or Paralegal programs. And of those, 4 of our current employees began with internships for class credit, prior to being hired into a permanent position in the SHS Division.

My division, Seattle SHS, provides many advancement opportunities for paid staff. We often promote our file room/reception staff up to Legal Assistant (LA) positions. We have also had LAs promote to PL positions. In fact, one of our Paralegal 2s started on our reception desk, became a LA1, then LA2, then a Paralegal 2. AGO employees also have the option to apply for transfers elsewhere in the agency (move to other divisions/locations). This provides employees with more opportunities for career advancement and to expand your knowledge and experience with different areas of law.

And our attorneys are the absolute best to work for/with. Office Assistant staff in the Seattle Office's central mail room have said several times that out of all of the Divisions in the Seattle office, SHS has the greatest, most friendly attorneys! Our caseload is child abuse/neglect litigation, as well as some Adult Protective Services work, and some licensing of foster care, child care, and adult family homes. This caseload can be challenging, but our work is very rewarding as well. And if this type of litigation is not for you, there are many other divisions housed in our beautiful downtown Seattle office.

Speaking of our Seattle Office, paid employees who work in our downtown Seattle office receive a 5% King County Premium increase to the stated base salary for any position. And paid positions in our Legal Assistant Series also get an additional 10% to 20% increase to the stated salary of any Legal Assistant position.

Our paid professional staff are members of the WFSE Collective Bargaining Agreement (Union). State employees get legal holidays off. That is New Year's day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth (becomes a holiday this year!), Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and Native American Heritage Day, and Christmas Day plus a floating personal holiday. And as a union member (WFSE), you get one additional Personal Day per year. Paid employees also get generous leave benefits, accruing both vacation time *and* sick time, a benefit rare in our industry. And there are many other benefits that go along with a job with the State of Washington (see below). You can read more on the AGO's site [here](#).

- [Employee and Retiree Benefits \(Medical, Dental, Life and Long Term Care\)](#)
- [Vacation Leave, Sick Leave, Military and Civil Leave and Paid Holidays](#)

- [Family and Medical Leave \(FMLA\)](#)
- [Dependent Care Assistance Program](#)
- [Employee Assistance Program](#)
- [Deferred Compensation Plans](#)
- [Commuting Alternatives](#)
- [Guaranteed Education Assistance Program](#)
- [State Retirement Plans](#)
- [Discounted Auto and Home Insurance](#)
- [Medical Flexible Spending Arrangement](#)
- [Various Medical Plan Discounts](#)

If there is any other information I can provide, do not hesitate to contact me. I look forward to hearing from you or your students and graduates. Thank you for considering us.

Best,

Alexandra E. Beers

(Pronouns: She/Her)

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