



State of Washington Paralegal 1 (with in-training from LA3), Regional Services, WA State Office of the Attorney General

SALARY	\$4,653.00 - \$6,259.00 Monthly \$55,836.00 - \$75,108.00 Annually	LOCATION	Snohomish County – Everett, WA
JOB TYPE	Full Time - Permanent	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	2025-07584	DEPARTMENT	Attorney General's Office
DIVISION	Regional Services - Everett	OPENING DATE	10/27/2025
CLOSING DATE	11/10/2025 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.



Position and Salary

The Attorney General's Office (AGO) is recruiting for a full-time, permanent **Paralegal 1** position. **This position will be based in Everett, Washington with our Regional Services Division.** This position is represented by the Washington Federation of State Employees (WFSE). An in-training option from Legal Assistant 3 is available.

The AGO provides a workplace that is understanding of work-life balance and promotes advancement by offering a wide variety of professional development and growth opportunities. If you are a legal support professional looking for a supportive, collaborative environment where you can contribute meaningfully to Washington State's legal matters, we invite you to consider joining our team as a Paralegal 1 **OR** Legal Assistant 3 with a six-month in-training program to Paralegal 1.

Salary

Paralegal 1

Paralegal 1 candidates will be set within Range 51, \$55,836 - \$75,108 (annual).

Legal Assistant 3

If you start as an in-training candidate at the Legal Assistant 3 level, your salary range will be \$49,428 - \$66,372 (Range 46).

For both Paralegal 1 and Legal Assistant 3

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.

When promoting from the Legal Assistant 3 classification to the Paralegal 1 classification, Article 42.9 of the WFSE CBA or WAC 357-28-110 will be applied to your base salary.

In addition to the base pay salary, the following types of assignment pay may be applied when:

- Incumbents assigned to a position designated as requiring dual language skills will receive a 5% Dual Language Requirement Pay.

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 part-time/hybrid telework options
- A Wellness Program, an Infants in the Workplace Program, and the Employee Assistance Program, which provides counseling, webinar, and other cost-free support resources
- Numerous employee-driven affinity groups to foster community and connection, including Bereavement, Elder Care, Parenting, POC, LGBTQ+, Veterans and more. The AGO is a place to belong and make a difference

Position Description

Our paralegal 1 staff provide critical support to Assistant Attorneys General (AAGs) in the litigation of state matters, preparing for trial, and applying knowledge of court rules related to legal practice, subject matter, and court filing procedures in civil and appellate matters. As a Paralegal 1, you may be entrusted to perform some of the following duties:

- Analyze facts
- Compose documents and pleadings
- Schedule and/or interview witnesses
- Research legal issues and evaluate the facts of the cases
- Coordinate the preparation for litigation
- Track status of cases from summons to trial
- Draft legal notices

A few positions within the AGO have exposure to information that requires staff be screened and pass a fingerprint-based background check. A Paralegal 1 candidate could be hired 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.

In-Training Defined: An in-training is on-the-job instruction designed for candidates with less experience than the required goal classification to learn and grow into a higher-level role. In this job posting, we are open to considering those eligible at the Legal Assistant 3 level who are interested in learning on-the-job with the goal of moving into the Paralegal 1 role. You'll gain the competencies and skills needed to successfully perform your duties while being supported by your supervisor, manager, and coworkers. Upon successful completion of your training and demonstrating knowledge of the position requirements, you will be promoted into the Paralegal 1 level.

If you are interested in furthering your legal support career and want to have a direct impact on the people of Washington, the AGO is the place for you.

About the Regional Services Division – Everett

The Regional Services Division of the WA State Attorney's Office seeks candidates for the Everett office. Located on the Puget Sound, Everett is approximately 25 miles north of Seattle. One of seven offices of the Regional Services Division, the Everett office provides a wide variety of legal services for a number of different client agencies, including the Department of Children, Youth and Families (DCYF), Department of Labor and Industries (L&I), and Department of Licensing. The office also represents education institutions, including Everett and Edmonds community colleges. The professional staff members and AAGs in Regional Services operate in a highly independent environment (we are our own "General Services") while also working as an integrated part of the AGO. The seven offices that make up the RSD share this vision: The Regional Services Division (RSD) is committed to the mission, vision, and values of the Attorney General's Office (AGO). To maintain high quality legal services throughout the state: RSD is the "face" of the AGO in the communities we serve. Every day, our actions display effective work by the government. We will capitalize on our similarities, adopting practices based on the successes of other RSD Sections to give efficient legal services, and still respect the places where we have thoughtfully decided to take different approaches around the Division. RSD will persistently tell the story of the contributions we make to the office and to our communities to the larger office and relentlessly consider our own effectiveness to maximize the expertise and skill that we offer as a resource to each other and to the rest of the AGO.

About the Washington State Office of the Attorney General

The work of the AGO touches the lives of every resident in Washington, providing excellent, independent, and ethical legal services to the State and protecting the rights of its people. 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](#).

Qualifications

Entering at the Legal Assistant 3 level with in-training to Paralegal 1:

Combination of two years of experience* through:

- Paralegal certification
- Two-year paralegal degree
- Paralegal plus (or nine-month paralegal, post BA) certification,

and/or

- Paraprofessional experience in support of an attorney

Entering at the Paralegal 1 level:

Combination of three years of experience* through:

- Paralegal certification
- Two-year paralegal degree
- Paralegal plus (or nine-month paralegal, post BA) certification,

and/or

- Paraprofessional experience in support of an attorney

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

Examples of paraprofessional experience in support of an attorney include:

- Preparing legal pleadings and legal correspondence
- Ensuring and verifying timely and proper service of legal documents
- Calculating, verifying, and calendaring critical events and other dates
- Managing case documents, files and exhibits
- Tracking and organizing discovery documents
- Researching legal issues and verifying legal citations and references for accuracy

Supplemental Information and 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 30 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 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.

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 the recruitment team at 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, or for loss of pregnancy, are entitled to five (5) 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 07-21-2025

Employer

State of Washington

Address

[View Job Posting for Agency Information](#)

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

Website

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

Paralegal 1 (with in-training from LA3), Regional Services, WA State Office of the Attorney General 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**

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 6**

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 7**

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 8

Where did you hear about our job opening?

*** Required Question**