



State of Washington

Paralegal 1 (with in-training from LA3) Seattle, Tacoma & Thurston County, Attorney General's Office

SALARY	\$45,732.00 - \$72,924.00 Annually	LOCATION	Multiple Locations - Western Washington, WA
JOB TYPE	Full Time - Permanent	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	2024-11215	DEPARTMENT	Attorney General's Office
OPENING DATE	10/01/2024	CLOSING DATE	Continuous

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 multiple full-time, permanent Paralegal 1 positions. Positions may be based in our Olympia, Seattle, Tacoma, or Tumwater office locations. With the exception of a few, most of the positions are represented by the Washington Federation of State Employees (WFSE). An in-training option from Legal Assistant 3 is available.

This recruitment announcement will be used to fill multiple full-time, permanent Paralegal 1 positions based in our Olympia, Seattle, Tacoma, or Tumwater office locations.

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.

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.

Salary

Paralegal 1

Paralegal 1 candidates will be set within Range 51, \$54,204 - \$72,924 (annual).

Legal Assistant 3

If you start as an in-training candidate at the Legal Assistant 3 level, your salary range will be \$45,732 - \$61,404 (Range 44).

Note: Legal Assistant 3s assigned to work within King and Thurston Counties receive Group C Assignment Pay in addition to their base pay. Group C pay is a limited premium and applies only at the Legal Assistant 3 classification, ending at the time of promotion into the Paralegal 1 goal classification.

- King County Legal Assistant 3s – 15% Group C Assignment Pay
- Thurston County Legal Assistant 3s – 10% Group C Assignment Pay

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

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.

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!

Duties

Apply for multiple positions with one application!

This recruitment announcement will be used to fill multiple open positions within the same classification. This type of pooled application system means that there is potential for your application to be seen by multiple hiring teams while only applying once. Maximize your time investment by utilizing this pooled application system.

Position Description

What does a Paralegal 1 do?

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.

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.

Agency Information

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](#).

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.

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 2023 "**Zo8 Washington Wellness Award**".

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

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

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:

- 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

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.

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 Megan Davis at Megan.Davis@atg.wa.gov or 360-709-6013. 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

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 1 (with in-training from LA3) Seattle, Tacoma & Thurston County, 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**

1000all Location: For which location(s) would you like to be considered? Check all that apply.

- Seattle
 Tacoma
 Thurston County

QUESTION 6

1000all classified: If you are currently an employee of the Washington State Office of the Attorney General, please list the division(s) and location(s) for which you would like to be considered.

***QUESTION 7**

1000all np: Are you willing to be considered for non-permanent or project positions?

- Yes
 No

***QUESTION 8**

1000all classified. Some Paralegal 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**

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**

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 11**

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 12

Where did you hear about our job opening?

* Required Question